



# WHATCOM

## LAND TRUST

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### **JOB ANNOUNCEMENT: OUTREACH & EVENTS COORDINATOR**

**Job Summary:** The Outreach & Events Coordinator plans & executes events of various sizes in support of Whatcom Land Trust's mission, including a Spring Gala/Auction. They will work closely with all staff, board members, volunteers, donors, and community partners to organize a variety of experiential programs, fundraising events, and volunteer opportunities. The ideal candidate will be outgoing and a good promoter while also having excellent follow-through and attention to detail.

**Location:** 412 N. Commercial Street, Bellingham, WA 98225

**Pay:** \$23-25 per hour, non-exempt

**Schedule:** 40 hours per week generally Monday through Friday 9:00-5:00pm with some weekend and evening hours. Some remote work is negotiable.

**Benefits:** Include but are not limited to; competitive health benefits, up to 3% retirement match, 11 holidays annually, vacation hours that increase with tenure, and a cell phone stipend.

**Posted: January 14, 2025.** Open until filled. First screening date: February 5, 2025

**Duties and Responsibilities:** While this position description does not contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, those that are most common presently are listed below. These may change or new ones may be assigned at any time with or without notice:

- Plan, organize, and execute a variety of events to support Whatcom Land Trust's community engagement and fundraising needs
  - Design collaborative and experiential public programs, focused on inviting a larger audience into Whatcom Land Trust's mission and cultivating potential supporters
  - Work with Development Director to facilitate donor cultivation and engagement among individuals and businesses
- Manage the annual Spring Benefit (auction/gala)
  - Serve as staff project manager for the Spring Benefit including managing event budget, timeline, and committee, staff and volunteer roles before, during and after the event
  - Work with committee to acquire live auction items
  - Manage business sponsorships for the event
  - Collaborate with contracted event planner
  - Lead all logistics such as venue selection, vendor contracts and timelines, on-site coordination, and follow-up
- Manage event-related administration
  - Support the Communications and Development Directors in developing an annual event schedule that aligns with strategic goals

- o Manage budgets for events and programs. Track expenses and ensure activities are conducted within the applicable department budget.
- o Collaborate with philanthropy and community engagement staff to determine event guest lists when applicable
- o Collect and evaluate quantitative and qualitative feedback data on events and programs to measure success and impact. Prepare post-event and program reports.
- Perform other duties as assigned.

### **Required skills and abilities**

- Demonstrated experience in planning and executing events and fundraisers, including logistics coordination, staff/volunteer management, auction-item procurement, vendor management, and budgeting.
- Strong written and verbal communication skills to clearly, kindly and efficiently engage with community partners as a key representative of Whatcom Land Trust
- Excellent organizational skills to manage multiple projects simultaneously, prioritize tasks, and meet deadlines in a fast-paced environment
- Attention to detail to ensure all aspects of events, from planning to execution, are effectively coordinated and executed
- Ability to work collaboratively with staff and board members, volunteers and external partners to coordinate events and provide an incredible guest experience
- Proficiency with technology including Constituent Management Databases (we use *Little Green Light*), Google Suite, Meta social media platforms, and event management software (we use *Greater Giving*)

### **Education and experience**

2+ years relevant work experience supporting event or program planning and coordination

### **Physical Requirements**

Able to lift 30+ pounds and spend 8 hours on feet consistently moving and lifting supplies during an event

### **To Apply**

Email a cover letter, resume, and contact information for three references to [officemanager@whatcomlandtrust.org](mailto:officemanager@whatcomlandtrust.org) with “Outreach & Events Coordinator” in the subject line. We will not contact your references without notifying you prior. You may also hand deliver your application if needed. Please include in your cover letter a description of your interest in working for Whatcom Land Trust, qualifications for the position, and relevant experience. The position is open until filled and screening of applications begins February 5, 2025.

### **About Whatcom Land Trust**

Whatcom Land Trust is a nationally accredited non-profit organization with the mission to preserve and protect wildlife habitat, scenic, agricultural and open space lands in Whatcom County for future generations by securing interests in land and promoting land stewardship. Since 1984, the Land Trust has protected over 26,000 acres.

*Whatcom Land Trust is an equal opportunity employer and does not discriminate in hiring based on state or federally protected classifications, including but not limited to race, color, national origin, ancestry, religion, creed, sex, pregnancy, sexual orientation, gender, gender identity, disability, use of trained service animal, honorably discharged veteran or military status, age or genetic information.*