



## JOB ANNOUNCEMENT

### Northwest Rural Philanthropy Days Event Coordinator

Rural Philanthropy Days (RPD) is a regional event that brings together nonprofit organizations with local and statewide funders, businesses, elected officials, and government agencies for a three-day conference. The purpose of RPD is to increase resources, collaboration, and the sustainability of the local nonprofit community expanding the relationships and opportunities available.

The Northwest region includes Grand, Jackson, Moffat, Rio Blanco, and Routt counties. The event is collaboratively planned by a regional Steering Committee, and this position sits on the conference Leadership Committee alongside two local event co-chairs. The Event Coordinator is a key individual to the success of the RPD conference. They are the informational liaison between the Committee, local government and businesses, vendors, presenters, and the host community. The Event Coordinator position reports to Community Resource Center staff.

**Duration:** January/February 2022 through October 2022

**Compensation:** \$6,000-\$7,000 + up to \$500 for travel & supplies

**Hours:** The hours for this position range depending on the phase of the planning process from 5-20 hours per week, with hours significantly increasing three months prior to conference. The first half of the contract will be closer to 5-10 hours per week, and the last half will be closer to 10-20 hours per week, with close to full time hours for the week before and of the event. There will be some additional minimal hours following the event.

**Conference:** September 2022

**Qualifications:**

- Live or work within the Northwest region
- Well organized and able to conduct multiple tasks simultaneously
- Ability to work well with a diverse group of people and in a highly collaborative environment
- Extensive event planning experience
- Computer literate and able to manage an Excel/Google Sheets database
- Experience with budget and contract management
- A deep appreciation for nonprofits and their impact throughout the region
- Strong written and verbal communication skills

**Primary Responsibilities:**

- Help identify quality venue and vendor options for the event, and advance relationships and contracts with selected vendors.
- Assist in cultivating conference sponsorships with potential local donors.
- Assist in outreach to presenters and panelists identified by the Steering Committee leaders.
- Maintain an up-to-date budget (cash and in-kind revenue, expenses, balance), in cooperation with the fiscal sponsor and the Fundraising Committee.
- Provide information about nonprofit organizations, community-based groups, local governmental entities, and leaders in the Northwest region.
- Participate in the six full Steering Committee meetings, and the wrap up meeting following the event. Participate in monthly committee teleconference calls as needed.
- Serve as a liaison to participants, presenters, vendors, event volunteers and the Steering Committee.
- Assist with participant questions about registration, including phone and email inquiries from potential and registered nonprofit and local government participants.
- Coordinate on-site conference logistics for the event including: developing staffing plans, recruiting and supervising volunteers, and ensuring delivery from vendors of supplies and materials.

If you are interested in this exciting opportunity please email a cover letter and resume by **October 29, 2021** to Elizabeth Berkeley at [berkeley@crcamerica.org](mailto:berkeley@crcamerica.org). Please visit [www.northwestrpd.org](http://www.northwestrpd.org) for more information.

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