



JOB DESCRIPTION

About CRC

Our Mission: CRC supports, strengthens, and galvanizes change-makers across the nonprofit ecosystem, working together to create a more equitable Colorado.

Our Theory of Change: We believe in the power of nonprofits to affect change and support thriving communities. To achieve this, individuals, organizations, and the networks that comprise our sector must be supported with meaningful capacity building

POSITION OVERVIEW:

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 Southwest region includes Archuleta, Dolores, La Plata, Montezuma, and San Juan 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.

PRIMARY RESPONSIBILITIES:

- Help identify quality venue and vendor options for the event, and advance relationships and contracts with selected vendors.
- Assist in identifying and communicating with local conference sponsors.
- 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 Southwest Region.
- Participate in four Steering Committee meetings, and the wrap up meeting following the event. Participate in monthly subcommittee 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.

Other Responsibilities:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. There may be other duties needed to drive our mission, meet our strategic goals and abide by our organization values.

Experience & Skill Requirements:

- 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
- Minimum of two years event planning experience
- Tech savvy with a strong command of Excel and Google Suite
- Experience with budget and contract management
- A deep appreciation for nonprofits and their impact throughout the region
- Strong written and verbal communication skills

Position Requirements:

- Proof of COVID 19 Vaccination with Booster or Proof of Qualifying Exemption
- Work remote with Internet service and a reasonable remote workspace
- Colorado residency
- Live in Archuleta, Dolores, La Plata, Montezuma, or San Juan counties
- Provide proof of legal ability to work in the United State of America
- Provide two references
- Valid Driver’s License, proof of auto insurance; and access to reliable transportation

Work Location, Schedule and Environment:

- Hybrid work, primarily a remote position with required participation at 6-8 in person meetings or events located in the Southwest region
- Flexibility and capacity to work in a fast paced, fluid, changing work environment
- Administrative tasks will require work in a home office setting
- Working on a computer for multiple hours at a time, sitting or standing
- Wearing a mask when required by CRC policies
- Bending, twisting, and lifting associated with event site setup
- Indoor/outdoor work with varying temperatures and noise levels at large events

Anticipated Schedule:

- The hours for this position range depending on the phase of the planning process, with hours significantly increasing three months prior to conference.
- The first portion of the contract, from October through December will be closer to 2-5 hours per week; hours will increase in the new year with 10-15 hours projected from January - March; and then increasing to closer to 20 hours per week for April and May; with some weeks in June at near 30-40 hours for the event itself. There will be some additional minimal hours following the event, at approximately 5 hours a week in July.
- We anticipate up to a total of 450 hours spread across October - July.

Compensation & Benefits:

- **Hourly Range:** \$20.00 - \$21.00 per hour
- **Benefits:** Health Time, 11 CRC Holidays 4 hours each holiday, \$20 per month reimbursement for internet/phone.

EEO:

CRC is an equal opportunity employer. CRC is committed to providing an inclusive and welcoming environment for staff, AmeriCorps VISTAs, volunteers, and program participants. CRC welcomes applications from all, and strongly encourage women, people of color, people with disabilities, immigrants, and LGBTQIA+ people to apply.

How to Apply

- If you are interested in this exciting opportunity please email a cover letter and resume by September 15, 2022 to Nellie Stagg at stagg@crcamerica.org. Please visit www.southwestrpd.org for more information.