



**Fundraising Event Coordinator**  
**Posted: January 4, 2023**

**Position Description:** Harpeth Conservancy is seeking an enthusiastic Fundraising Event Coordinator to join our Development Team to support water conservation efforts in TN. This is NOT an outreach, education, or engagement role. This position is intended to be a full-time position, but we will entertain a part-time position depending on the right candidate. The successful candidate will have the following skills: 1-3 years prior non-profit fundraising event experience, attention to details, strong interpersonal skills, positive attitude, flexibility, ability to manage multiple priorities simultaneously, professionalism and creativity. The purpose of the position is to raise funds for our mission, so the ability to budget, manage expenses, ask for donations/discounts, and always keep costs in mind are all mandatory. Proficient computer skills are required, including experience with databases and Microsoft (Outlook, Word, Excel, and PowerPoint). Candidate will be a self-starter who can work independently, but also follow directions, discern when to make independent decisions and when to consult others, and excels at taking projects from concept through complete wrap-up. This is a hands-on position in the events field that requires lifting, cleaning votives and/or other décor, ordering and hanging signage, working with volunteers, setting up and cleaning up events and other duties as assigned. Candidate **MUST** be willing to work evenings and weekends as needed. Prior office environment and non-profit experience are strongly desired.

**Supervised by the Director of Development. Responsibilities of the position will include, but not be limited to:**

- Assist with all aspects of our largest Annual Fundraiser, River Swing including areas such as the following (but not limited to only these):
  - o Sponsorship Materials creation
  - o Auction Materials creation
  - o Auction Item Solicitation, Photography, Pickup, and Signage
  - o Decorations—from design to execution always being mindful of costs and environmental impact.
  - o Week of set-up, week after strike
  - o Oversight of auction winnings delivery/pickup
  - o Assist with details of and materials for the event
  - o Assist with communications and media as needed
- Assist with other Donor events like:
  - o Dinners IN the Creek (on the banks, on a barge, at the marina, etc.)
  - o Songwriters for Streams
  - o Patron Party
  - o Third-party events
- Help in identifying additional fundraising events in the community and online
- Help with Outreach and other events as needed
- Other office and organizational tasks as assigned by Development Director and Philanthropy Manager.

## **Qualifications:**

### **Required:**

- Prior event experience (paid or volunteer)
- Excellent computer skills, including experience with Microsoft Office suite
- Comfortable interacting professionally with all levels of donors, supporters, and volunteers. Includes excellent interpersonal communication skills by phone, in person and email.
- Aptitude for basic workplace technology, and ability to troubleshoot
- Ability to multi-task and stay calm under pressure
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines
- Team player and strong time management skills and ability to meet deadlines
- Able and willing to work outside of the constraints of a standard work week, as required, including weekends and evenings
- Ability to work independently and take ownership of projects
- Work style characterized by self-motivation, initiative, and integrity
- Commitment to the mission of Harpeth Conservancy
- Ability to lift 50 pounds
- Valid Driver's License and adequate transportation and proof of insurance
- Must be able to work legally in the United States

### **Would be a plus:**

- Knowledge and use of social media platforms such as Facebook, Twitter, Instagram, etc.
- Graphic Design proficiency, experience with Adobe Design or similar software
- Have community and donor connections from working and/or living in Tennessee
- Knowledge of and interest in conservation to aid in explanation of our work to a broad variety of audiences, both in written materials and person-to-person.

### **Salary, Benefits and Work Environment:**

The salary base \$45,000 with a range above based on experience. We will entertain the option of part-time depending on the candidate's experience. There is great potential for growth with this position. This position is part of Harpeth Conservancy's (HC) strategic growth plan to expand the number of vibrant, talented, and experienced leaders in Tennessee working together to ensure clean water and healthy rivers in Tennessee. The position is based at our office in Brentwood, TN. A flexible work schedule is expected to accommodate evenings and weekends, travel, and traffic. Harpeth Conservancy benefits include paid-time-off and Blue Cross Blue Shield of TN cafeteria health insurance plan with a pre-tax Health Savings Account assuming certain thresholds are met for employment if not full-time, and a Simple-IRA retirement plan.

### **Please submit cover letter, resume and references to:**

Haylee Wadley Hall, Development Director  
EMAIL: hayleehall@harpethriver.org

## **About the Harpeth Conservancy:**

Harpeth Conservancy is a science-based conservation organization. Founded in 1999 as the Harpeth River Watershed Association (HRWA), our mission is to restore and protect clean water and healthy ecosystems for rivers in Tennessee by employing scientific expertise and collaborative relationships to develop, promote and support broad community stewardship and action. Harpeth Conservancy works with landowners, businesses, community, local, state, and federal decision makers and others to foster solutions that reduce pollution and maintain healthy areas. Core leadership staff include experts in science, policy, law, and community engagement.

The rivers in Tennessee, including the Harpeth, are part of the unique freshwater river systems of the Southeast which contain some of the greatest variety of aquatic life in the world. A State Scenic River, the 125-mile-long Harpeth River flows through both rural and rapidly developing urban and suburban areas of the greater Nashville region, one of the fastest growing regions in the country. The Harpeth is one of the few entirely free-flowing rivers in the state as a result of our efforts and one of the most ecologically, culturally, historically, and recreationally significant rivers in Tennessee.

Over the past 20-plus years, the organization has broadened both the scope and geographic reach of its work as it applied lessons learned on the Harpeth to rivers and streams across the state. Supported by a broad network of volunteers, donors, and professional staff, Harpeth Conservancy has expertise in a range of disciplines including water quality science, environmental and conservation law and policy, sustainable land use planning, agricultural best management practices, volunteer and community engagement, and others.

The organization engages in land development decisions, promotes smart growth and agricultural management practices, designs stream restoration plans, assesses sewer and drinking water challenges, conducts river studies, ensures pollution threats are removed, promotes recreation and public education, and serves as a catalyst for effective statewide conservation policies. Harpeth Conservancy uses its expertise, applied science, and relationships with landowners, businesses, residents and policy decision-makers to develop solutions inclusive of the people who live and work here.

By seeking water quality solutions developed with diverse stakeholders, Harpeth Conservancy builds broad stewardship and shared responsibility for streams and rivers that are vital for the state's economic well-being and quality of life. The Harpeth Conservancy vision is clean water and healthy ecosystems for rivers in Tennessee, championed by the people who live here. For examples of some of the major successes, see this section of our web site: [www.harpethconservancy.org/about/20-years-of-success/](http://www.harpethconservancy.org/about/20-years-of-success/)