

## **Cape Cod Commercial Hook Fishermen's Association, Inc.**

### **Special Events & Fundraising Coordinator**

#### Job Description

The position of Special Events & Fundraising Coordinator supports the mission of the Cape Cod Commercial Hook Fishermen's Association (CCCHFA) by supporting the CEO in his fundraising goals, planning and implementing special events, and implementing an annual membership campaign for the organization. This staff member must have successful prior experience with providing high level office support, working with databases, and coordinating events. The ideal candidate is an energetic and task -orientated professional that has some fundraising experience. The Special Events & Fundraising Coordinator is a hands-on team member who works closely and collaboratively with the CEO to ensure that development goals are achieved. The Special Events & Fundraising Coordinator works with the Communications Director to implement outreach and fundraising events. The Special Events & Fundraising Coordinator should have the expertise to organize events and manage volunteers, the attention to detail to maintain the donor database, the organizational skills necessary to coordinate fundraising activities with the CEO, and the people skills necessary to interact with current and potential donors.

#### *RESPONSIBILITIES*

- Plan and implement several special events throughout the year.
- Provide high level support to the CEO: scheduling, report preparation, correspondence, etc.
- Research major donors, including preparing the CEO and other senior colleagues for solicitations, following up with them on assigned tasks, and visiting potential and current donors with the CEO.
- Assist in implementing the Fundraising Plan that incorporates a range of strategies including annual membership appeals, major donors, corporate sponsorships, and special events.
- Write thank you letters for all financial and in-kind donations, and manage the process, including promotional gifts at various membership levels.
- Maintain the integrity of the donor database.
- Gift/Pledge/Membership data entry; we currently use Results Plus but are open to changing platforms.

#### *QUALIFICATIONS*

- A minimum of two years of applicable experience, particularly with special events and/or fundraising.
- Bachelor's degree preferred
- Superior organizational and communications skills
- Capacity to work equally well in a team environment or independently, and to adapt to a rapidly changing environment
- Ability to recruit, develop and lead volunteers
- Proficient knowledge of Microsoft Office software, internet based applications, and computer equipment
- Ability to learn ResultsPlus or other donor database management software
- Exceptional interpersonal skills: ability to interact effectively with community leaders, board members, prospects, donors, and a variety of volunteers
- Strong interest in environmental conservation issues

**Review of resumes is ongoing; please send cover letter, resume, desired salary, and three (3) work samples ASAP to:**

Melissa Sanderson, Chief Operating Officer  
mel@ccchfa.org

Start Date: immediate

Location of Work: Chatham, MA

Salary competitive and commensurate with experience; generous benefits package granted after 3 month review.

**CCCHFA is an equal opportunity employer and provider.**

More information about CCCHFA is available online: [www.ccchfa.org](http://www.ccchfa.org)