



### **Events & Engagement Coordinator**

The Hospicare & Palliative Care Services Events and Engagement Coordinator supports the community relations and development strategy for the agency by developing and supporting events, programs, and communications channels that educate and engage our constituents. Work includes the execution of fundraising events (including Women Swimmin'), outreach, education, bereavement, and community "friend-raising" events. The Events and Engagement Coordinator is a member of the Development and Community Relations Department and reports to the Outreach and Development Manager. The position works closely with other staff, interns, and volunteers.

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### **Essential Functions and Responsibilities**

#### **Outreach and Engagement Responsibilities:**

##### **Time 80%**

- Develop, implement, and evaluate an annual, multi-platform outreach and community engagement plan which creates momentum, awareness, and engagement with the goal of increasing community support, donations, patient referrals, and volunteer participation.
- Create, manage, and execute fundraising, community, bereavement, educational, and outreach events that support organizational priorities and goals.
- Execute annual Women Swimmin' for Hospicare event, including taking a leadership position within the Women Swimmin' planning committees.
- Oversee Hospicare's presence at community events, including making recommendations for Hospicare's involvement and supporting and promoting external events in accordance with agency policies and procedures.
- Assist in stewardship of corporate sponsors, volunteers, donors, and fundraisers.

#### **Team Building and Other Responsibilities:**

##### **Time 20%**

- Perform other job-related duties as assigned.
- Assist with database coordination and development during high volume times.
- Recruit, manage, and support volunteers who serve on event committees.
- In collaboration with the Outreach and Development Manager recruit, hire, and oversee supervision of event intern(s).

### **Knowledge, Skills and Experience**

- Associate degree with experience in community relations, or bachelor’s degree and demonstrated experience as noted.
- Understands and is committed to the hospice philosophy of care. Knowledge of the communities in which Hospicare and Palliative Care Services operate.
- Excellent time management, project management, planning skills, and attention to detail.
- Excellent written, oral, and interpersonal communication skills required.
- Commitment to high-quality customer service. Successful relationship builder: able to develop strong, positive collaborative relationships with internal and external stakeholders (staff, volunteers, board, donors, program participants, referral sources and community groups).
- Takes ownership in solving problems and takes the initiative to make things better, is friendly and courteous to donors, volunteers, patients, and co-workers.
- A high energy self-starter with a positive, can-do attitude, and thrives on creating and implementing multiple projects concurrently.
- Proficient with MS Office, Zoom, etc. Knowledge of or willingness to learn Raiser’s Edge.

**Physical Demands:**

- Able to lift 35 pounds.

**Working Conditions and Environment:**

- Position is hybrid with a combination of work at Ithaca office, on-site engagement events, and remote work.
- Dependable transportation is required.
- Some out-of-hours work, and overtime will be necessary for special events and committee meetings.

**Fiscal Responsibilities:**

- Manages advertising and outreach budgets; establishes and adheres to approved budgets for events

This job description is not intended to be all-inclusive, and employees will perform other related job duties as assigned by their immediate supervisor or other management staff as required. In addition to the requirements of this job description, Hospicare expects employees to be committed to service to others, and strive to keep our agency’s mission, goals, and values as the driving force of the day-to-day work. Hospicare & Palliative Care Services reserves the right to revise and change the job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Signature

\_\_\_\_\_  
Date

New \_\_\_ Revised X Exempt \_\_\_ Non-Exempt X Classification Band \_\_\_

<i>Revised by</i>	<i>Date</i>	<i>Approved by</i>	<i>Date of Posting</i>
<i>Sara Worden</i>	<i>11/1/2021</i>	<i>Joe Sammons</i>	<i>11/18/2021</i>