

Position Description

Date:	July 8th, 2024 (Open until filled)
Position Title:	Outreach & Events Specialist
Status:	Hourly/Non-Exempt/Part-Time (Min of 24 hours/week)
Classification:	Specialist
Reports To:	Manager of Philanthropic Giving
Compensation:	\$27-30 per hour (Depending on Experience)

Job Summary: The **Outreach & Events Specialist** will plan, organize, and implement programs and activities to engage community members and organizations in Pepperwood’s mission and work. The Outreach & Events Specialist builds and cultivates relationships with members, donors, and donor prospects, volunteers and stewards, other non-profit organizations and collaborators, and business partners. Working within the Operations, Communications and the Development team; this position is focused on helping Pepperwood enhance its relationships, resources, and reputation to meet and exceed the organization’s strategic fundraising and community engagement goals. The successful applicant will share a passion for the environment, Pepperwood’s mission, and be an adaptable, detail-oriented individual with excellent customer service, communication, record keeping, technology, and problem-solving skills.

Essential Functions:

- Coordinate and produce fundraising and donor acknowledgement events whose purposes are to cultivate donors and to raise money
- Coordinate on-and off-site events, site tours, community engagement activities and oversee invitations/RSVP process, hospitality, and event logistics
- Supports the fundraising activities for the Friends of Pepperwood program through cultivation, acknowledgement and stewardship
- Solicitation and administration of in-kind donations
- Support the development of a Corporate Engagement Program
- Participates in outreach activities such as tabling at events, communications, social media, and supports on-site press relations
- Volunteer Program Coordination through recruitment, recognition, and recordkeeping
- Maintain donor, event, volunteer, and community engagement records in Salesforce CRM database, and generate reports as needed
- Administration of Pepperwood’s multi-venue online calendar (MIDAS)
- Coordination of facility rentals, including correspondence, scheduling, contracts, billing, onsite hospitality and support to meet fundraising goals
- General administrative support and Board of Directors meeting support
- Facility organization, inventory of supplies, general upkeep of facilities

Essential Requirements:

- An outgoing, enthusiastic, friendly, “people person” with the ability to adapt and connect with people of all backgrounds and ages
- Minimum three years of events management, hospitality, customer service, non-profit, or administrative experience
- Exceptional verbal, written and interpersonal communication skills
- Experience coordinating volunteers
- Proven organizational and task management skills
- Detail-oriented with strong time management skills and ability to multitask
- Proficient in Microsoft Office and Google Suite with the ability to quickly learn and use new technology including our Salesforce CRM database
- Comfortable with supporting audio visual needs and various technology
- Ability to work both independently and as a team player
- Comfortable seeking guidance as needed
- Valid CA driver’s license
- Flexible hours required, including some weekday nights and weekends
- Passion for the environment
- Ability to hike up to three miles on uneven terrain

Non-Essential Preferences:

- Administrative or fundraising experience in a non-profit organization
- College Degree AA/BA/BS
- Bilingual English/Spanish
- First Aid/CPR

Work Environment: Primary work environment is a cubicle workstation at the Dwight Center with artificial lighting and moderate noise level due to open office seating. Occasional work in field locations on the preserve with uneven terrain, cattle and wildlife, and with limited cell phone reception.

Physical Requirements: Office workstation requires extended sitting, fine finger movements and visual capacity to review and edit documents. Some bending, lifting up to 50 lbs, and grasping. Requires capacity to navigate two-story buildings, assist with moving tables, chairs, and other supplies for event prep, participation in outdoor events and hike three miles in varying terrain. Driving required for local travel.

***To apply, please send a cover letter and resume including three references to
hr@pepperwoodpreserve.org. No phone calls please.***

Pepperwood is an equal opportunity employer and prohibits unlawful discrimination based on race, religion, color, sex, age, or marital status. Everyone meeting the essential functions and requirements is encouraged to apply! Thank you.