Position: OLD BILL’S, EVENTS & SPECIAL PROJECTS COORDINATOR

Description of Position:
The Old Bill’s, Events & Special Projects Coordinator is an exempt, permanent position responsible for the planning and implementation of Old Bill’s Fun Run, Foundation events, and special projects. The workload for Old Bill's varies seasonally, peaking in August and September. The workload over the balance of the year will broadly encompass other Foundation events and a variety of special projects. For Old Bill’s, the Coordinator works closely with the Education & Outreach Programs Officer, the Director of Marketing & Communications, and the Old Bill’s Run Committee to coordinate the planning, execution, and promotion of Old Bill’s Fun Run. Other events will support the Foundation’s advancement team. Special projects may entail working with any or all of the Foundation’s departments.

Reports To: Director of Finance & Operations

Duties and Responsibilities:

- **Old Bill's Fun Run**
  - Obtain all required event and banner permits, completing Town of Jackson and National Elk Refuge special event applications and attending related meetings when necessary.
  - Maintain vendor and in-kind donor relations to ensure requisite event supplies and support, including solicitation of in-kind donations from established event partners.
  - Assist with event budget preparation, tracking, and reporting.
  - Conduct volunteer recruitment, orientation, scheduling, and tracking.
  - Research and procure promotional event collateral, manage inventory, and prepare supplies for Co-Challenger events as needed.
  - Coordinate collateral updates, including Rules & Procedures, brochure, and registration form.
  - Plan and coordinate the new applicant Orientation Meeting and mandatory Booth Meeting.
  - Work with Run Committee to produce Old Bill’s Fun Run, overseeing all aspects of Run Day set-up and execution.
  - Organize the Giving Season Launch Party and Old Bill’s Awards Party.
  - Assist with the Old Bill’s ad campaign, social media outreach, and nonprofit communications.
  - Maintain green event certification, tracking and submitting relevant data and reports.

- **Events & Special Projects**
  - Work with the advancement team to plan and execute donor and key stakeholder events, including Co-Challenger and Board alumni functions.
  - Work with the marketing and program teams to administer the nonprofit list-serve, Volunteer JH, and the Nonprofit Directory.
  - Assist all Foundation departments as needed with planning and implementing special projects, e.g. researching software platform options, reviewing training and operating procedures, updating governance documents, and supporting website redesign, rebranding and DEI evaluation projects.
Other

- Serve as a visible, professional representative of the organization.
- Support all other staff members in achieving the overall goals and objectives of the Foundation.

Skills/Experience Required:

- Event planning and volunteer management experience, ideally in the nonprofit sector.
- Excellent interpersonal and communication skills, both written and oral.
- Excellent attention to detail.
- Strong organizational skills, including the ability to prioritize and manage individual workload.
- Intellectual curiosity and passion for continual improvement.
- Ability to exercise good judgment and solve problems independently.
- Competency in Microsoft Office Suite (Outlook, Word, Excel & PowerPoint), Google Drive, and Doodle.
- Familiarity with the Jackson Hole community and local nonprofits.
- Ability to work cooperatively with colleagues, supervisors, volunteers, grantees, and donors.
- Impeccable moral and ethical standards and conduct.
- Intense commitment to the mission and work of the Community Foundation of Jackson Hole.