

## Employment Opportunity

### Events/Fundraising Coordinator Part-Time



**UTAH MUSEUM OF  
NATURAL HISTORY**

*The University of Utah*

The Utah Museum of Natural History on the campus of the University of Utah has an immediate opening for an enthusiastic and professional part-time events/fundraising coordinator. This six-month, project-based position is primarily focused on planning and implementing the Museum's spring gala fundraising event next April and other UMNH activities as appropriate. The position extends November 15, 2009 – May 15, 2010.

#### **Responsibilities include, but are not limited to:**

- Effectively represent the Utah Museum of Natural History and its mission in the community.
- Collaborate with development director and volunteer planning committee to develop and implement an event plan to successfully meet the established fundraising goal.
- Plan and coordinate event-related meetings, agendas and activities.
- Identify and secure community support for event, in particular, network and solicit donated items from local businesses/organizations for the auction event – from both existing and new sources. Interact with business decision makers by phone, email and in person.
- Manage and oversee accurate recording of information in database, file system and/or records. Track donor commitment, provide necessary confirmation and “thank you” acknowledgement.
- Manage and serve as a liaison for all levels of staff and volunteers associated with the event. Ensure there are clearly defined volunteer positions and associated job responsibilities.
- Serve as liaison for professional services associated with the event, including venue, catering, emcee, auctioneer, lighting, audio professionals, etc.
- Respond to and follow through with inquiries, needs, and issues in a prompt and courteous manner.
- Manage and maintain accurate and complete financial records for the event.
- Ensure that the logistics and budget/timelines are met. Conduct an evaluation to determine the event's success.
- Other duties as assigned.

#### **Requirements include, but are not limited to:**

- 2+ years fundraising or outside sales experience
- Possess an understanding of fundraising, organizing and implementing special events – prefer experience in developing high-end events.
- Team player with proven leadership ability, utilization of tact, and good judgment.
- Excellent interpersonal, written and verbal communication skills.
- Productive, disciplined and resourceful self-starter; ability to work both independently and as part of a team.

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- Proficient in Microsoft Office and willingness to learn internal database program.
- Knowledge of clerical procedures, such as word processing, managing files and records, designing forms, etc.

### **Schedule**

Part-time, Monday–Friday with an average 20 hours per week (may vary). Occasional evening and weekend work may be required.

### **Compensation**

\$18.00 per hour  
Benefits package is not provided

### **Contact**

Interested candidates should submit resume and cover letter via email to Paula Aoki at [paoki@umnh.utah.edu](mailto:paoki@umnh.utah.edu). Please, no phone calls. Replying in a timely manner is strongly encouraged.

### **Disclaimer**

This job description has been designed to indicate the nature and level of work performed. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.