



Program and Event Coordinator – EVSC Foundation

The EVSC Foundation is seeking a passionate and self-motivated Program and Event Coordinator to join a high-impact team making a difference in the lives of students and educators in Evansville. The EVSC Foundation directly supports the fundraising efforts of the Evansville Vanderburgh School Corporation and the vision of Superintendent. The Coordinator reports to the EVSC Foundation President, planning and implementing major fundraising events and signature programs in collaboration with relevant staff and contracted employees.

Over its 10 year plus existence, the EVSC Foundation has grown to become one of the most highly respected Foundations in the community. Raising over \$1,000,000 a year for the EVSC, our mission is to enhance educational opportunities through the development of individual and community partnerships that leverage financial resources to support extraordinary learning experiences and success for all students.

The EVSC Foundation and Public Education Foundation of Evansville have joined forces and become one organization under the EVSC Foundation name and branding. The Program and Event Coordinator will support initiatives for the newly joint entity.

Responsibilities:

- Oversee organization and execution of student programs and fundraising events in collaboration with relevant staff and contracted employees.
- Identify, cultivate, and solicit corporate sponsors and organizational partnerships in collaboration with Foundation staff.
- Manage and support a unified educator grant program drawing from existing EVSC Foundation and PEF educator grants.
- Support fundraising plan development and execution to achieve organizational goals and execute existing programs.
- Manage budget, advertising/marketing, and social media presence for assigned programs and grants in collaboration with relevant staff.
- Develop reports and present about assigned projects.

Qualifications:

- Bachelor's degree, with at least 3 years of event planning and/or fundraising experience. Management experience preferred.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders.
- Strong planning, program management, and communication skills.
- Ability to develop and maintain trusting relationships with diverse groups of people; strong collaboration skills.
- Action-oriented, organized, innovative, and self-directed.
- Ability to work effectively in collaboration with diverse groups of people.

Qualified candidate will receive competitive compensation, health insurance, Simple IRA matching contribution, as well as generous vacation and sick time.

Please send cover letter, resume, and references to info@evscfoundation.org by March 30, 2022.

To learn more about this position, please contact Ely Sena-Martin at elisabet@evscfoundation.org.