

Job Announcement: Northeast Rural Philanthropy Days Event Coordinator

Northeast Rural Philanthropy Days (RPD) is a regional event that brings together nonprofit organizations with grant makers, businesses, elected officials, and government agencies for a three day conference. The purpose of Rural Philanthropy Days (RPD) is to increase resources, collaboration, and the sustainability of the Northeast region by expanding the relationships and opportunities available to the local nonprofit community.

The Northeast region includes Cheyenne, Kit Carson, Lincoln, Logan, Morgan, Phillips, Sedgwick, Washington, and Yuma counties. The Northeast RPD conference will be held June 2016 in Phillips County. It is planned by a regional Steering Committee. The coordinator position reports specifically to the two event Co-Chairs and the Community Resource Center staff. The coordinator is a key individual to the success of the RPD conference. She/he is the informational liaison between the Steering Committee, the Working Committees, local government and businesses, participants, funders and the communities hosting RPD.

Duration: October 2015 through July 2016

Compensation: \$10,000 - \$12,000

Hours: 10-15 hours per week, with hours **significantly increasing** three months prior to conference

Conference: June 2016 – Phillips County

Qualifications:

- Familiar with the Northeast region
- Well organized and able to conduct multiple tasks simultaneously
- Work well with a diverse group of people and in a highly collaborative environment
- Extensive event planning experience
- Computer literate and able to manage an Excel or Access database
- Ability to construct marketing materials
- Experience with budget management
- A deep appreciation for nonprofits and their impact in the region
- A strong verbal and written communicator

Primary Responsibilities:

- Provide overall coordination and administrative support for the planning and implementation of the activities of the RPD Steering Committee to plan the 2016 conference
- Provide information about nonprofit organizations, community-based groups, local governmental entities, and leaders in the Northeast region
- Serve as a liaison between the Steering Committee, regional representatives, participants, volunteers and statewide organizations
- Handle registrations and develop a database of registrants
- Develop the conference program with the Steering Committee and coordinate printing
- Coordinate on-site conference logistics
- Recruit and supervise volunteers at the event

If you are interested in this exciting and important position please email a cover letter and resume to Leah Rausch at rausch@crcamerica.org by September 11, 2015.

Please visit www.crcamerica.org/rural-philanthropy-days/ for more information on the statewide program. For more information regarding the Northeast RPD conference, please visit www.northeastrpd.org