



### Job Description – Contractual (8 Months – May 2019 to Dec 2019)

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| <b>Job Title:</b><br>Fundraising Events Co-ordinator  | <b>Reporting to:</b><br>Executive Director     |
| <b>Location of Job:</b><br>KATHA – A3, Sarvodaya Enclave, Sri Aurobindo Marg , New Delhi – 110017   | <b>Responsible for:</b><br>Event Co-ordination |
| <b>Job Summary (Nature and Objectives):</b><br>Planning, implementation and co-ordination of events for fundraising and promotion, in consultation with the ED and other relevant staff members, to include events for children and campaigns.  |  |
| <b>Responsibilities (Main Duties and Tasks):</b> <ul style="list-style-type: none"><li>• Events Co-ordination o Co-ordinate the planning, development and implementation of events and community fundraising to ensure KATHA develops a sustainable calendar of activity and community events, maximising unrestricted income on Plan, implement and co-ordinate events</li><li>• Take responsibility for implementation of events, (including off and online registrations) and deal effectively with any problems which may arise</li><li>• Identify and implement innovative, fresh fundraising ideas</li><li>• Monitor and report on sponsorship via online and offline methods</li><li>• Ensure appropriate timing of multiple events</li><li>• Assist with the marketing of specific events, identifying new audiences whilst maintaining existing supporters and networks</li><li>• Co-ordinate fundraising packs</li><li>• Pitch to sponsors and research on potential partners for the event</li><li>• Co-ordinate and chair event meetings</li><li>• Budget and monitor costs for each event</li><li>• Manage stock control of event promotional items, ensure availability of items required at events, distribute and collect items for fundraisers</li><li>• Co-ordinate the promotion of events e.g. press releases and website information</li><li>• Maintain appropriate electronic and paper records</li><li>• Document events, both written and photographically</li><li>• Assist with written thank you letters to those raising funds, as required</li><li>• Keep up to date with new developments, legal requirements, codes of conduct and best practice within both events and the wider fundraising sector</li><li>• Liaise with other staff members to ensure the smooth running of the event</li><li>• Accept cheques and give high level presentations (eg to potential event sponsors) on behalf of the organisation.</li></ul> |  |

**Knowledge, Skills and Abilities:**

- Working knowledge of Microsoft Word, Excel, PowerPoint / Keynote and Email Systems
- Excellent communication skills and proven ability to relate to people from all walks of life, as well as the drive and enthusiasm to make things happen.
- Proven track record with the highest standards of customer care
- Proven track record in working successfully as part of a team.

**Special Requirements:**

Support will be required out-of-hours in locations away from the office, both during the week and at weekends

**Expected Emoluments:**

3 Lac (Total Contract Value for the period of 8 months) - Negotiable