Partnerships and Events Coordinator

The Partnerships and Events Coordinator will support the continued growth and expansion of Science Club for Girls’ (SCFG) programs by managing the Curriculum Packing Project, planning fundraising events, and supporting corporate development activities. Reporting to the Director of Development, the Partnerships and Events Coordinator will lead volunteers to accomplish programmatic and fundraising goals. This role includes ample room for collaboration with all members of the SCFG team on strategy, creativity, and making a BIG impact on our programs!

We’re looking for an individual who is committed to diversity, equity, and inclusion and wants to make a difference with our organization. Our perfect candidate has a passion for relationship building; organizational skills to manage multiple timelines and projects; is a collaborative team player; and is eager to play a role in systemic change.

Curriculum Packing Project
The Curriculum Packing Project is a sponsored corporate volunteer opportunity in which local businesses pack one week of the curriculum supplies for our 8-week semester-based Science Clubs. Packing supplies is a great team builder and ensures that every participant and mentor receive their own individual supply kit to participate in hands-on, weekly Science Clubs.

- Recruit and retain Corporate Packing Partners; host introductory calls with Packing Partners to explain the project and importance to SCFG programs.
- Process all documentation including pledge forms, invoices, and order receipts.
- Maintain communication with Packing Partners to ensure volunteers are recruited, sufficient space is reserved for the packing day, and plans are made for delivery to the storage unit.
- Confirm supply lists with Senior Program Director and Curriculum and Evaluation Manager, get purchase order approval, place orders, and confirm delivery to Packing Partners.
- Attend all Packing Projects and schedule Program Staff to join.
- Train volunteers and staff on packaging procedures and adjust volunteer assignments as needed during each packing event.
- Present powerpoint at each Packing Event.
- Work with Communications and Marketing Manager to ensure Packing Partners are celebrated and thanked in a timely manner.

Event Planning

- Develop new fundraising events that allow Corporate Sponsors to engage with program participants.
- Support planning of Catalyst Awards Reception (April/May).
- Research event venues and vendors.
- Secure in-kind donations for fundraising events.
- Recruit, train, and serve as key contact for fundraising event volunteers.
- Work with Communications and Marketing Manager to plan pre-event communications, design event materials and signage, and report on event success.
- Attend event planning meetings with committee members and vendors.
● Serve as primary contact for third party fundraisers and point of sale campaigns.

Development

● Research prospective corporate partnership opportunities.
● Facilitate Corporate Volunteer Service days in partnership with the Volunteer Manager.
● Continuously promote additional engagement opportunities for corporate partners and individual volunteers to support continued organizational expansion.
● Represent Science Club for Girls at networking, professional, and other community events as necessary.
● Support the work of the development team and serve on cross-functional project teams as necessary throughout the organization.
● Perform additional tasks as assigned by the Director of Development.
● Attend organization events and activities. Occasional nights and weekends required.

QUALIFICATIONS

● Non-profit experience, either professional or as a volunteer.
● Enthusiastic attitude about bringing new ideas, strategies, and connections to a growing organization.
● Ability to be organized and detail oriented, also to track and execute tasks reliably.
● Strong interpersonal and relational skills and a commitment to working respectfully with individuals of different races, ethnic groups, socioeconomic backgrounds, and life experiences.
● Strong computer skills, including Microsoft Office Suite, email marketing applications, and databases/CRM.
● Ability to work independently and with individuals at all levels of the organization.
● Sensitivity, tact, diplomacy, and the ability to honor confidential information.
● Commitment to continuous learning through reading mainstream and trade publications and participating in conferences and other educational opportunities.
● Prior experience with social justice and/or girl-serving non-profit organizations preferred.

HOW TO APPLY
An applicant should send a cover letter highlighting relevant work experience and resume in pdf format to: employment@scienceclubforgirls.org, subject line: Partnerships and Events Coordinator.

This is an AA/EOE position. Persons of color and women are strongly encouraged to apply.

SALARY AND BENEFITS
Salary is $50,000-$57,500/year.
Benefits include:
● Hybrid schedule: SCFG staff work 2 days/week in the office and 3 days/week remotely. This position will require off-site work for packing events.
● 40-hours vacation plus one week off at end of calendar year
● 48-hours of personal/sick time per year