Camp Ondessonk Position Description

TITLE: Development Events Coordinator

IDENTIFYING INFORMATION

Status: Full-Time position, part-time option is negotiable

Office: Working from home, preferably with convenient access to Belleville, IL. Average of two or more workdays at Camp Ondessonk office per month (Ozark, IL).

Department: Camp Ondessonk, Catholic Youth Camp, Diocese of Belleville, IL.

Reports to: Director of Development, Camp Ondessonk

Camp Ondessonk has proudly served summer campers since 1959 and outdoor education students since 1988. Ondessonk's 983 acres are adjacent to thousands more acres of the Shawnee National Forest. Our summer camp programs provide experiences that encourage young people to have fun, grow spiritually, make friends, gain self-confidence and self-esteem, and develop values. Camp Ondessonk offers programs to many different groups throughout the year. During the fall, winter, and spring we offer outdoor education programs to school and youth groups, team building, high and low challenge courses, conference and retreat facilities, and a variety of specialty weekends, volunteer work weekends, and open houses. Camp Ondessonk is owned and operated by the Catholic Diocese of Belleville, IL, and people of all faiths are welcome to enjoy Camp Ondessonk.

Our Mission and Vision: The Mission of Camp Ondessonk is to provide exceptional outdoor and spiritual adventures empowering kids of all ages. Our Vision, inspired by our Catholic tradition and commitment to the growth of people and faith, is to operate a world-class camp in a spectacular natural environment, inspire leadership, self-confidence, and lifelong learning, and promote stewardship and appreciation of God's gifts.

PRIMARY FUNCTIONS OF POSITION

The Development Events Coordinator works to advance the mission of Camp Ondessonk by planning and executing events and activities that engage the Camp community including Camp alumni, volunteers, donors, staff, and prospective and current campers. This position will work to build partnerships and raise the awareness and profile of Camp Ondessonk through fundraising and stewardship events, volunteer coordination, digital and print communications, and promotional materials.

This dynamic position, with opportunities to grow within the organization, will report to the Director of Development and work in a team environment to produce successful events and complete additional projects as required.

MAJOR RESPONSIBILITIES AND ACTIVITIES

The Development Events Coordinator provides oversight and support for all fundraising events. More specifically, this will be accomplished in the following ways:

1. Develops overall Camp event strategies.

- Plan collaboratively with the Director Development and Senior Director of Communications to create an annual calendar of events that maximizes potential impact and benefit to all Camp Ondessonk constituents.
- Communicate final approval of Camp Ondessonk development event scheduling for both on and offsite events.
- Deliver positive and memorable experiences to Ondessonk constituents, foster goodwill among Camp's many audiences, and further the goals and initiatives outlined in the Strategic Plan and Mission.

2. Plans, organizes, and implements all aspects of fundraising, cultivation, and stewardship events.

- Ensures that appropriate procedures are in place to identify, cultivate, solicit, process, acknowledge and track event donations, in-kind donations, auction items and sponsorships.
- Develops and executes event promotion strategies using multiple channels to distribute event information (print, web, social, digital signage, internal communication channels).
- Oversees day-of event execution, serving as the primary point of contact for internal Ondessonk partners and external vendors, and resolving issues as they arise.
- Monitors event participation, reporting on event success and making recommendations for improvements in programming, processes, and equipment inventories.

3. Works closely with key staff to coordinate annual stewardship weekend for donors, volunteers, alumni, and former staff.

- Prepares and distributes invitations and promotions to the appropriate constituencies in a timely matter.
- Works with volunteers to incorporate the event's theme in messaging, decorations, and activities and document the event by collecting pictures from participants.
- Manages all fundraising activity during the event including, but not limited to, raffles and 50/50 drawings.

- Oversees event execution, serving as the primary point of contact for internal Ondessonk partners and external vendors, and resolving issues as they arise.

4. Develops and executes social media strategies including newsletters, blog, and social media posts.

5. Other duties as assigned.

ADDITIONAL EXPECTATIONS

- Maintain a high degree of confidentiality.
- Motivated by improvement and stays up-to-date on innovative marketing and fundraising practices and tools.
- Ability to lead a project through all aspects of its life-cycle, including planning and budgeting, implementation, and reporting. Experienced in orchestrating event logistics, working with vendors, and procurement.
- Must coordinate, as necessary and directed, with the Marketing and Development Teams, Programs Team, and Executive Director to avoid scheduling conflicts or multiple correspondences.
- Must be able to anticipate project needs, discern work priorities, maintain project budgets when needed, meet deadlines with little supervision, and manage projects with initiative and competence.

POSITION SPECIFICATIONS and REQUIREMENTS

Bachelor's degree strongly preferred, excellent interpersonal and communication skills, enthusiasm and energy, and flexibility to work evenings and weekends as needed.

Microsoft Word, Excel and Outlook software proficiency required. Moderate or better proficiency in Adobe InDesign and Canva strongly preferred. Moderate understanding of gifts management databases. Working knowledge of or social networking connections within the Catholic Diocese of Belleville, Ill. and the St. Louis, Mo. regions.

Benefits: Health insurance, dental/vision, and retirement package. Employment qualifies for numerous pro-deals on outdoor gear. Employees have access to Camp's 983 acres and adjacent Shawnee National Forest with many opportunities for hiking, backpacking, rock climbing, canoeing, among others. Full or partial compensation for conference attendance, certifications, and professional memberships.

To apply, send your resume and letter of interest to whitney.strang@ondessonk.com.