

Position Title: Events Coordinator

Reports to: Director of Operations

Status: Part-time, Non-exempt

Position Summary: The Events Coordinator is responsible for planning and executing events that support the philanthropic mission of Pima Foundation and promote public awareness of Pima Community College.

Essential Duties & Responsibilities: This role focuses on event logistics, donor engagement, and collaboration with College departments, while also supporting data tracking and communication through Raiser's Edge NXT.

There is currently two main areas that comprises this role in the Foundation –

1. Events Planning & Management 2. Raiser's Edge NXT & Data Support

Event Planning & Management

- Organizes small (30–40 guests), medium (41–149) or large (150–250+) events and co-hosted activities with community partners
- Plans and manages Foundation events, including fund raising receptions, donor or prospective donor tours and community gatherings
- Supports College-led events by serving as a liaison and resource for departments
- Develops and maintains event project plans, timelines and budgets
- Coordinates logistics: venue selection, catering, AV, vendor management, invitations and registration
- Manages RSVP processes, guest communication and post-event follow-up (e.g., thank-you notes, evaluations)
- Trains and supervises volunteers as necessary to ensure all aspects of events run smoothly
- Collaborates with the Marketing department on all print and digital needs

Raiser's Edge (RE) NXT & Data Support

- Tracks event attendance, donor engagement and follow-up activities in RE NXT
- Collaborates with the Systems Administrator to generate reports and mailing lists for invitations and stewardship, as well as to import invite lists and accurately segment data
- Ensures accurate and timely data entry related to events and constituent interactions
- Collaborates with the Philanthropy team to align event strategy with donor cultivation efforts

General Foundation Team Responsibilities:

- Problem Solving:
 - Identifies and solves problems independently
 - Research issues and find appropriate solutions
 - Recommend process improvements to increase efficiency, effectiveness and client satisfaction
 - Prioritizes office projects
- Compliance and Quality Control:
 - Maintains confidentiality related to donor records and matters proprietary to the Foundation and the College
 - Maintains compliance with non-profit rules and regulations
- Contributes to a Team Environment:

- Assists in setting quarterly Foundation goals and supports all team members in working to attain both collective and individual goals
- Attend team meetings, board meetings and retreats and contribute thoughtfully to conversations
- Leads by example with a positive attitude
- Asks questions to clarify expectations
- Takes calculated risks
- Learns from mistakes
- Serves as the Foundation's liaison to the College's Special Events Team
- Gladly accepts other duties as assigned

Minimum Qualifications:

Required:

- 1-2 years of experience in event coordination, hospitality, or a related field (volunteer or paid)
- Strong organizational and time management skills with the ability to manage multiple tasks and deadlines
- Excellent verbal and written communication skills, including proofreading and editing abilities
- Creativity and "outside of the box" approach to events
- Proficiency in Microsoft environment specifically with Microsoft Word, Excel, PowerPoint, Teams and Outlook, as well as working with databases, internet research and AI functionality
- Demonstrated personal commitment to civic engagement and social justice
- Proven problem-solving orientation, organizational skills and careful attention to detail
- Demonstrated ability to maintain an effective customer service orientation

Preferred:

- Knowledge of Blackbaud database products, particularly Raiser's Edge NXT (or similar database system)
- Degree or certificate in hospitality, marketing, communications, or a related field
- Familiarity with event logistics, including scheduling, setup and breakdown
- Experience working with vendors, venues and event staff
- Previous involvement in community, corporate or nonprofit events is a plus

Location:

- Pima Foundation Office – 4905C E Broadway #246 | Tucson Arizona 85709-1320 (PCC District Office Complex) / Hybrid
- Early morning, evening and / or weekend hours may be required on occasion
- Local and / or out-of-town travel may be required periodically

Work Hours / Wages (2025-26):

- 15 – 20 hours per week (additional hours must be approved in advance by supervisor)
- \$20 - \$24 per hour, commensurate with experience
- Performance bonus pool opportunity available, not guaranteed

Benefits Available:

- Retirement – Simple IRA (maximum 3% employer match)
- Partial cellphone reimbursement
- Generous paid holidays, paid vacation and sick-time accrual

Position descriptions will be reviewed for accuracy on a regular basis. The Foundation reserves the right to make changes to position descriptions as necessary to maintain effective operations.



PimaFoundation™

Mission: *We nurture relationships and grow resources for lasting positive impact as the philanthropic partner to Pima Community College*

Vision: *A thriving community transformed by Pima Community College*

Values: *Integrity, Collaboration, Community, Dedication & Advocacy*

Pima Community College Foundation (“Foundation”) employs a dynamic team responsible for:

- Building relationships with a broad range of constituency groups
- Cultivating a variety of philanthropic gifts that benefit Pima Community College (“College”)
- Managing investments held by the Foundation for distribution to the College
- Stewarding donors
- Recognizing donor contributions
- Coordinating events that promote the mission of the Foundation and support the College’s vision
- Actively engaging with the community to showcase the Foundation and the College

We seek team members who are:

- Committed to our mission, vision and values
- Able to work effectively both as part of a team and autonomously
- Capable of maintaining confidentiality at the highest level
- Ethical decision-makers
- Collaborative
- Willing to challenge the status quo and offer suggestions to improve how business is conducted
- Dedicated to making a positive difference for the greater Tucson community

Supporting the students, faculty and programs at Pima Community College, Pima Foundation has been the philanthropic partner of the College for over 45 years. Managed by a volunteer board of directors, Pima Foundation holds investment assets of approximately \$18m. Currently, the Foundation is responsible for over 100 endowed funds and 200 general funds. A recent challenge grant to the Foundation is underway with the goal of raising \$10m to achieve an additional \$5m in matching funds, making Pima Foundation an exciting, dynamic place to work.

The selected candidate must successfully complete and successfully pass criminal history and credit checks relevant to their intended position in order to become an employee of the Foundation. If employed, Foundation employees are expected to abide by federal, state and local laws in both their professional and personal endeavors.

Pima Community College Foundation is an equal opportunity employer. The Foundation values diversity and seeks talented and qualified employees from a variety of backgrounds who are willing to contribute to its mission and capable of fulfilling their duties. The Foundation does not discriminate on the basis of age, race, color, religion, sex (including gender identity, sexual orientation and pregnancy), veteran status, national origin or disability.

TO APPLY: Please submit to Saby@PimaFoundation.org 1) a letter detailing your interest and manner in which you will contribute to the team; 2) your resume; and 3) a list of three professional references and their contact information. Applicant review to begin **Friday, August 29**; position open until filled.