



**Job Title:** Fundraising Event Specialist  
**Reports to:** Director of Development & Communications  
**Classification:** Part-time, temporary (20 hours per week, June- Mid Oct 2024)  
**Location:** Hybrid: On-Site + Work from Home

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### **Who we are**

With nature as our catalyst, Camp Fire Minnesota energizes youth to discover their spark so their futures glow brighter. Camp Fire Minnesota delivers culturally relevant, nature-based programs onsite at our camp property in Excelsior and throughout the community to thousands of youth from all backgrounds each year. We help youth "light their spark within" through summer and school break camps, environmental education & STEM classes for schools (in-person and virtual), and community-based afterschool nature programs. We are proud to offer inclusive and welcoming programs to youth in the community, including free and reduced rate programs and a scholarship program. As a result of their Camp Fire experience, 93% of youth report valuing nature and stewarding the environment.

### **Where we are headed**

Camp Fire Minnesota envisions a future where every youth has access to nature-based experiences and learning. Recognizing the inequity in our field (both in the past and today), our 2024 - 2026 Strategic Plan outlines the steps and partnerships necessary to continue our work. The following two years, we are committed to actively listening and engaging with young people and our community to eliminate barriers to new experiences in nature while sharing our history, values, and vision for the future.

### **Statement of Inclusion**

Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, citizenship and immigration status, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships. All are welcome at Camp Fire.

### **Position Overview**

Camp Fire Minnesota is looking for a detail oriented, self-starter, who loves to fundraise and plan events! As we celebrate our 100 year anniversary, we are looking for someone to oversee and implement our annual fall fundraiser, Under the Stars, in September. This individual will be responsible for sponsorships, auction item procurement, all event details, and event follow up. This position is perfect for someone who has event planning and/or fundraising experience!

### **We're looking for someone who is:**

- Committed to diversity, equity, and inclusion (DEI)
- Self-starter and committed to project execution
- Creative and visionary
- Strong and strategic relationship builder
- Committed and passionate about ensuring all young people have access to nature
- Articulate communicator with event committee leadership experience

## Primary Responsibilities

- Weave storytelling throughout event communications and execution as Camp Fire Minnesota celebrates 100 years of sparking discovery.
- Oversees and leads event committee.
- Solicits maintains, secures, and grows sponsorship and in-kind relationships.
- Coordinates with development staff to create timelines, budgets, event logistics, staffing, volunteers, suppliers, and promotions.
- Lead all day-of event logistics, including assigning roles to event staff and providing training as needed.
- Coordinates with development staff on auction and registration database, Give Smart, utilized for event sponsorships, ticket sales, donations, and silent auction items.
- Secure and lead auction item procurement, finalizing packages and creating auction package language.
- Documents all communications with vendors, venues, and committee members utilizing CRM database, Raisers Edge.
- Works with the Director of Development and Communications for the creation and implementation of social media event promotions and email newsletters for event participants, following event timelines and development and communication needs.
- Prepares timely thank-you notes to speakers, sponsors, donors, and key volunteers after events.
- Conducts post-event evaluation for future execution of events and event improvement.
- Updates all plans, timelines, and other tools to simplify execution

## Experience and Qualifications

- 3+ years of fundraising, sales, or marketing experience.
- Excellent written and verbal communication skills.
- Strong computer skills including demonstrated experience with Microsoft Office Word, Excel, Outlook, SharePoint. Experience with Raiser's Edge or a similar customer relationship management system, a plus.
- Ability to comfortably adjust from working independently to a team-based environment.
- Experience in a non-profit, nature-based and/or youth learning organization, a plus.

## Salary and Benefits

Hourly rate of \$25 to \$30

**Location & Work Environment:** Combination of remote + on-site. Our camp property is located at 3300 Tanadoona Dr, Excelsior, MN 55331 and is an open, coworking environment. Employee will also need accessible transportation to attend meetings and events as needed across the Twin Cities metro.

## Application Instructions

Please submit resume, cover letter or video, and three professional references to: saral@campfiremn.org and include "Fundraising Event Specialist" in the subject line.

**Priority Deadline for Applying: Friday June 7<sup>th</sup>, 2024.** Posting will remain open until filled.

*Camp Fire Minnesota is strongly committed to addressing environmental justice.*

*We encourage candidates with diverse experiences and backgrounds, Black, Indigenous and People of Color, LGBTQIA2S individuals, and unemployed persons to apply. Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At Camp Fire we are most interested in finding the best candidate for the job and someone who is committed to our mission and values. We encourage you to apply, even if you don't believe you meet every one of our qualifications described.*