



REACH Beyond Domestic Violence is a non-profit organization providing safety and support to survivors of abuse while engaging communities to promote healthy relationships and prevent domestic violence. Our programs include 24-hour hotline services, emergency shelter, support groups, legal advocacy, specialized children's services, community-based survivor advocacy programs, and community education and training.

### **Events Coordinator**

Everyone at REACH has a positive, entrepreneurial spirit and a commitment to social justice. We are committed to building and supporting a diverse team of caring and dedicated people. We are excited to welcome an Events Coordinator who thrives in a fast-paced setting. This individual will work closely with the Director of Development and the Assistant Director of Development and will be responsible for the successful organization, implementation, and management of all special events.

### **Responsibilities:**

- As part of a coordinated annual fundraising plan, organize and execute successful events that align with the organization's vision, mission, and values - including the *Reach for the Stars Gala*, donor cultivation events, corporate breakfast, and other event opportunities
- Working with the Director and Assistant Director of Development, conceptualize and plan new events for deeper cultivation and to spread awareness about REACH's work
- Develop a communication plan and coordinate production of event collateral including invitations, promotional items, signage, and programs with appropriate internal and external partners
- Research and secure venues and vendors
- Manage and work closely with event vendors as well as site staff; overseeing timelines and deliverables to ensure event success
- Establish staffing and volunteer requirements; work with and give guidance to volunteers and staff involved in event planning and execution
- Manage internal timelines on event activities, progress, status, and post-event summary
- Create reliable financial reports, remaining at/under budget with all costs
- Utilize CRM to organize information and facilitate outreach communications; work with partners to publicize events to the community
- Utilize CRM to report on fundraising figures after events
- Assist with planning and executing donor follow-up after events
- Perform other related duties as assigned

All staff at REACH commit to:

- Working to ensure that REACH's values are demonstrated in the policies and procedures of the organization, every day.
- Working in collaboration with colleagues in other programs at the organization, participating with internal committees, and engaging with external and coalition work related to the role and/or the organization.

### **Requirements:**

- Minimum of three years of special event planning or related work experience

- Strong written and verbal communication skills
- Excellent organizational, project management, and time management skills necessary
- Ability to multi-task, remain calm, and work in a fast-paced environment
- Strong computer skills with proficiency in Word, Excel, PowerPoint, and online event platforms
- Experience with CRM software, preferably Salsa CRM
- Ability to work effectively as part of a team and take initiative when the need arises

Salary range is \$48,000 - \$52,000. Comprehensive benefits package includes access to health, dental and vision coverage, retirement plan, and generous paid time off. REACH provides 25 hours of domestic violence subject area training to all staff and volunteers, as well as ongoing weekly individual and group supervision, peer-to-peer mentoring, and opportunities for all staff to participate in in-house and outside education and trainings throughout the year.

This is a full-time position, typically with Monday-Friday daytime hours with evening and weekend hours required as needed for various events.

Due to COVID, REACH is currently working from a hybrid work model with some work onsite at our office in Waltham and some work from home. More time at our office in Waltham will be required during the initial onboarding process.

If you are interested in applying for this position, please send your cover letter and resume to Jean Doliber, Director of Development, at [jobs@reachma.org](mailto:jobs@reachma.org).

At REACH, we believe that the way we do our work matters. The respectful, equitable relationships we work for in the world have to start with us. We do this work because we believe change is possible. We work with communities and individuals to change social norms and systems of oppression to prevent and ultimately end domestic violence.

REACH is an equal opportunity employer and provides an inclusive work environment.