

## **Job Opening: Special Events and Fundraising Coordinator (Part-Time)**

**About Us:** The Hopeful Theatre Project is dedicated to bringing love, hope, and aid to our community through the performing arts. We use local talent to benefit various charity organizations, creating meaningful connections and impactful experiences.

We are seeking a passionate and driven Special Events and Fundraising Coordinator to join our team. This part-time position is primarily remote, with in-person attendance required for events. The role offers a unique opportunity to take charge of planning and executing impactful events and fundraising initiatives that align with our mission. Compensation includes 7% of all net profits from special events and fundraising initiatives.

### **Key Responsibilities:**

- Plan and execute a variety of events, including the annual birthday party, fundraising cabarets, and give-back initiatives with partner companies.
- Develop a comprehensive plan for North Texas Giving Day, including setting fundraising goals, coordinating promotional activities, and engaging donors to maximize contributions during this significant community-wide event.
- Develop creative event concepts and take ownership of the planning process, from initial vision to successful execution.
- Research and identify cost-effective solutions to execute events on a tight budget.
- Coordinate logistics such as venue selection, vendor management, volunteer coordination, and event timelines.
- Develop and implement fundraising strategies to maximize revenue from each event, including ticket sales, auctions, raffles, and donation drives.
- Cultivate and maintain relationships with community partners to secure long-term support.
- Work closely with the team to develop, implement, and enhance Guild Member initiatives, including recruitment, engagement, recognition, and retention strategies. Coordinate communication efforts, plan exclusive events or benefits for Guild Members, and ensure alignment with organizational fundraising and community-building goals.
- Promote events through social media, email marketing, and other outreach channels in collaboration with the marketing team.
- Track and analyze event and fundraising outcomes to inform future planning and improve strategies.

**What We're Looking For:** We are seeking a candidate who embodies the following qualities and skills:

- **Passion:** A deep belief in our mission to bring hope and aid to the community through the performing arts.

- **Initiative:** A self-starter who is unafraid to take ownership of the role and create innovative solutions.
- **Organization:** Exceptional ability to manage multiple projects, prioritize tasks, and meet deadlines.
- **Fundraising Expertise:** Proven experience in designing and executing successful fundraising campaigns and events.
- **Budget Management:** Resourcefulness and creativity in planning events within tight financial constraints.
- **Communication:** Strong verbal and written communication skills, with the ability to inspire and engage stakeholders.
- **Attention to Detail:** Precision in planning and executing event logistics.
- **Networking:** A talent for building relationships with community partners.
- **Flexibility:** Willingness to adapt to changing circumstances and work in a dynamic environment.

#### **Additional Details:**

- **Compensation:** 7% of all net profits from special events and fundraising initiatives.
- **Hours:** Part-time, flexible schedule with additional hours during event periods.
- **Location:** Remote, with in-person attendance required for events (local candidates preferred).

If you're excited about the opportunity to create meaningful events and drive successful fundraising efforts that support our mission, we'd love to hear from you!

**How to Apply:** <https://wkf.ms/49M9Y2K>

Join us in making a difference through the performing arts and help us create events that bring hope and love to our community!