



MEDIC ONE FOUNDATION

POSITION TITLE: Annual Giving & Event Manager

REPORTS TO: Director of Philanthropy

Position Summary

The Annual Giving and Event Manager is responsible for executing Medic One Foundation's annual fundraising campaigns and supporting the delivery of all fundraising and donor engagement events.

This role provides the operational backbone of the Development team, ensuring that campaigns are implemented effectively and that events are well-coordinated, organized, and executed at a high level. The position works closely with the Senior Development Officer and Director of Philanthropy, to ensure successful delivery.

This is a hands-on role for someone who excels at coordination, logistics, and keeping projects on track.

Key Responsibilities

Annual Giving Campaign Execution

- Execute all annual giving campaigns, including:
 - direct mail
 - email campaigns
 - online campaigns
 - year-end appeals
 - workplace giving
- Coordinate timelines, deliverables, and internal communication to ensure campaigns are delivered on schedule
- Work with Communications/Marketing to implement campaign messaging across channels

Event Execution & Logistics

- Lead logistics and coordination for all fundraising and donor engagement events, including:
 - Lifesavers Gala
 - donor stewardship events
 - training experiences and open houses
- Manage:
 - vendor coordination
 - procurement
 - contracts and timelines
 - event setup and execution
 - on-site coordination
- Support the Senior Development Officer in delivering events aligned with strategy and donor engagement goals

Data Coordination & Campaign Support

- Work closely with the Donor Services Coordinator to:
 - pull lists and segments

- track registrations and attendance
- support campaign reporting and analysis

Campaign Coordination & Planning

- Maintain the annual fundraising calendar
- Ensure alignment across Development and Communications
- Keep projects moving forward and deadlines on track

Qualifications

- Associate's degree or equivalent professional experience.
- 3 + years of experience in fundraising, nonprofit development, marketing coordination, or event support.
- Experience working cross-functionally with marketing or communications teams preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook); Canva, experience with donor databases/CRM systems a plus (Raiser's Edge, Greater Giving preferred)
- Strong organizational and project coordination skills with attention to detail.
- Ability to manage multiple projects and deadlines in a fast-paced environment.
- Strong written and verbal communication skills.
- Driver's license and transportation, as events are off-site.
- Commitment to the Medic One Foundation mission.

Work Environment and Conditions:

- Full-time, non-exempt position (40 hours week) Monday – Friday, with occasional evening and weekend work.
- In-office-role in Bellevue with occasional meetings and events offsite.
- Requires the ability to manage multiple priorities in a dynamic non-profit environment.

External Contacts:

- Limited contact with the public, including community organizations, Board of Directors, administrative staff, volunteers, and donors.

Compensation and Benefits:

Salary: \$70,000-\$75,000 annually, DOE, comprehensive benefits package, 401k match, generous PTO.

How to Apply: Tell us why you're the right person to help grow our annual fund and deepen donor relationships, and why we should bring you onto our team. Send to Kim Martin at kim@mediconefoundation.org

Equal Opportunity Statement: We're committed to diversity, equity, and inclusion in our staff and volunteers, our board of directors, and the programs and organizations we fund. Medic One Foundation provides equal employment opportunities without regard to race, color, gender, national origin, age, handicap, or sexual orientation.