



Job Description

POSITION: Special Events Coordinator
TERM OF POSITION: March 16 – September 30
SALARY: \$3,225 a month

City Parks Foundation (CPF) is the only independent, non-profit organization to offer park programs throughout the five boroughs of New York City. CPF works in over 350 parks citywide, presenting a broad range of free arts, sports, and education programs and helping citizens to support their parks on a local level. Our programs and community-building initiatives reach more than 425,000 New Yorkers each year, contributing to the revitalization of neighborhoods throughout New York City.

The organization has 70 year-round employees and 300 additional seasonal employees, who work from March to September. The Special Events Coordinator is a seasonal member of CPF's eight-person Development Department, reporting to the Manager of Special Events. This person will support the organization's special events, including fundraising events, cultivation events, and internal gatherings.

RESPONSIBILITIES INCLUDE:

- Provide significant assistance to the Manager of Special Events in planning and production of CPF's major fundraising events, which include the *Run for the Parks* in Central Park, *CPF Golf Classic*, the *City Parks Foundation Gala* in Central Park, and the *CityParks Tennis Benefit* at the U.S. Open Tennis Championships
- Assist in the planning and production of smaller cultivation and staff events
- Compile invitation lists and execute all aspects of invitation mailings
- Process all gifts and issue acknowledgement letters, pledge reminders, and any additional post-event correspondence
- Manage RSVP and check-in lists
- Solicit in-kind donations for all events
- Assist Development department on an as-needed basis
- Special Projects, as assigned

QUALIFICATIONS

- Bachelor's degree. One to two years special events experience, preferably in a non-profit setting. Experience or interest in fundraising a plus
- Excellent communications skills, verbal and written, as this position requires considerable contact with Board members and donors
- Excellent organizational skills, as this position demands juggling several events at one time while meeting related deadlines
- Proficient in Microsoft Word and Excel programs, Access a plus
- Ability to lift up to 25 pounds
- Ability to work periodic scheduled evenings and weekends
- A valid driver's license

Please submit cover letter and resume to: SpecialEvents@CityParksFoundation.org. No calls or faxes.
