WildAid Position Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Events and Development Coordinator</th>
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<tbody>
<tr>
<td>Employment Type:</td>
<td>Full-time</td>
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<td>Reporting To:</td>
<td>Development Manager</td>
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<tr>
<td>Salary:</td>
<td>Competitive Salary, DOQ</td>
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MISSION STATEMENT

WildAid's mission is to end the illegal wildlife trade in our lifetimes by reducing demand through public awareness campaigns and providing comprehensive marine protection.

THE ORGANIZATION

The illegal wildlife trade is estimated to be worth over $20 billion per year and has drastically reduced many wildlife populations around the world. Every year, hundreds of millions of dollars are spent protecting animals in the wild, yet virtually nothing is spent on stemming the demand for wildlife parts and products. WildAid is the only organization focused on reducing the demand for these products, with the simple message: when the buying stops, the killing can too.

Established in 1999, WildAid has grown into the leading environmental communicator. Headquartered in San Francisco, WildAid's work spans over 80 countries, with regional offices in mainland China, Hong Kong, Vietnam, Thailand, Taiwan, UK, Tanzania, and Uganda. With an unrivaled portfolio of celebrity ambassadors and global network of media partners, WildAid delivers high-impact, culturally-sensitive multimedia campaigns, leveraging an $11 million budget to almost $230 million in pro-bono media support, and reaching hundreds of millions of people every week, across 35 different media platforms through partnerships with over 50 media outlets.

We also work with governments and partners to protect fragile marine reserves from illegal fishing and shark finning, to enhance public and political will for anti-poaching efforts, and to reduce climate change impacts. To learn more about WildAid, please visit www.wildaid.org.
THE POSITION

The Events and Development Coordinator will report to the Development Manager and will be based in San Francisco. Her/his primary task will be supporting the WildAid team in developing, planning and executing WildAid fundraising and other events, to the highest level of quality. These events range from small fundraising dinners for 10-20 guests, to donor trips to Africa and the Galapagos, to WildAid’s annual Gala with a live and silent auction and over 600 attendees.

KEY PRIORITIES

The Events and Development Coordinator will assist the Development Manager and the development team in a wide variety of event planning and execution tasks, including:

- Planning: identifying possible events; locating and booking venues, creating invitation and managing invitation distribution; preparing and managing event budgets, preparing and managing guest lists, sourcing décor elements.
- Supporting solicitation efforts: coordinating the identification of food and beverage donations; coordinating the solicitation of celebrity chefs/attendees; supporting the solicitation of live and silent auction items.
- Logistics and tracking: plan and organize attendance and ticket sales; item delivery and event setup and breakdown; hotel accommodations, guest travel and visa arrangements, event table assignments, purchase and organize WildAid gear/swag and maintain gear/swag inventory, ship swag to donors, track shipment of auction items pre and post-event.
- Volunteer Coordination: identify and recruit event volunteers, track attendance, identify tasks for volunteers, train and coordinate volunteers at the event.
- Event attendance: attend events, coordinate event activities and make sure event runs smoothly.
- Post event support: track donations; generate and send event thank-yous, including email blasts; track attendee follow ups, event donations and finances; enter data into donor database, conduct post-event evaluations and identify and implement improvements.
• Event supplies: Maintain a list of event supplies and organize in storage room.

QUALIFICATIONS, KEY COMPETENCIES & IDEAL PROFILE

We seek a passionate, experienced team player who is excited by the opportunity to play a pivotal role in global conservation. This individual is not daunted by the lack of infrastructure and established processes, but rather embraces the fact that WildAid is a global organization undergoing growth. Independent-minded and entrepreneurial, the ideal candidate possesses a flexible attitude and the highest degree of integrity. This individual is self-motivated and driven to get things done. Excellent written, verbal, and listening skills are required. A flexible, nimble, and collaborative style is critical to success in this position; the culture of WildAid is highly independent, creative, and entrepreneurial. This individual will show sensitivity and the ability to establish respect, credibility, and trust with regional office staff and in multicultural settings.

Requirements:
• A Bachelor’s degree in related field or equivalent experience
• Minimum of two years’ experience in an event coordination or development support role
• Strong computer skills
• Excellent writing and editing skills
• Strong verbal communication skills
• Ability to work independently and as part of a team
• Highly-organized multi-tasker
• Must maintain strict confidentiality of sensitive information

• Only local candidates will be considered; no relocation provided

TO APPLY

WildAid is an equal opportunity employer, and all qualified candidates are encouraged to apply. For immediate consideration, please address a cover letter, resume and examples of work to jobs@wildaid.org with the email subject line “Events Coordinator at WildAid.”