Job Title: 437 Project Coordinator
Responsible to: Development Director
Responsibilities: Coordinate all aspects of the 437 Project and awareness events in addition to developing resources to enhance the mission, delivery of services, and people impacted by the Helpline Center.

The 437 Project was born of a passion for bolstering both physical and mental wellness and the often overlooked connection between the two. The 437 Project enlists 12 runners to run relay style 437 miles across the state of South Dakota, raising funds to support the Helpline Center.

The 437 Project Coordinator is responsible for the management and coordination of the 437 Project events at the Helpline Center. Additionally, this position develops sponsorship/in-kind/business arrangements and relationships with businesses, individuals and organizations interested in supporting the Helpline Center’s events and programs. This position will work in coordination on other projects as assigned by the Development Director.

Qualifications
Prefer a minimum of 2 to 4 years of experience in coordinating special events. Evidence of successful event, sponsorship, marketing, public relations, website and business development/relationship programs required.

Education
Graduation from a 4-year college or university required. Event, communication, marketing and/or public relations experience desirable.

Job Duties & Responsibilities

A. 437 Project Coordination
   - Planning, implementation and follow-up for the 437 Project including:
   - Develop and maintain event software and databases.
   - Manage all aspects of volunteer committees and volunteer coordination, including but not limited to, staffing, recruitment, supervision, training and acknowledgement.
   - Coordinate event logistics, publicity, including public relations, advertising and collateral material design, production and distribution.
   - Responsible for the development and fulfillment of the budget.
   - Responsible for in-kind donation solicitations for the event.
   - Cultivate and expand sponsorship development and fulfillment.
   - Coordinate logistics of events.
   - Send thank you notes to all donors in a timely manner.
Write, submit and follow-up to ensure placement on media releases and stories to established contacts with local and regional media.

Maintenance of 437 Project website.

Maintain and broaden social networking to benefit the 437 Project.

**B. Agency Development Support**

- Support planning, implementation and follow-up for other special events at the agency.
- Support and maintain donor databases.
- Support donor (corporate and individual) gift requests
- Cultivate and expand sponsorship development and fulfillment.
- Cultivate and implement with the Development Director a business-based donor development program.
- Support donor engagement and appreciation.
- Maintain and broaden social networking to benefit the organization.
- Assist the Development Director in other fundraising programs or grants as necessary.

**C. Professionalism**

- Support and carry out the mission of the agency.
- Develop and maintain close relationships with various constituencies within the community.
- Be involved with the community at large and appropriate professional organizations.
- Follow agency policies, including personnel and programmatic.
- Participate in the agency, demonstrate team participation and a work place philosophy that enriches staff's ability to reach goals and provide a high level of customer service.
- Develop professional and personal growth through opportunities and involvement.

**D. Additional Duties**

1. At times, staff will be required to perform additional duties beyond those specified. Management retains the discretion to add or to change the duties of the position at any time.

**Other Skills and Abilities**

Position requires demonstrated applied skills in computer software, including but not limited to, Microsoft Office and the ability to learn fund raising, design and management computer software programs. Ability to work independently and collaboratively.

- Possess excellent organizational, written and verbal communication skills. Outgoing and comfortable with people.
- Passion for mission of the Helpline Center.

**Hours**: Full Time Exempt

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Date: December, 2023