



## CIRCLE OF PEACE INTERNATIONAL

### Fundraising Event Planner

**Position summary:** The Fundraising Event Planner oversees fundraising events for the organization. The Fundraising Event Planner serves on the Fundraising Team and reports to the Director of Development.

#### **Responsibilities:**

- Attend monthly Team meetings.
- Recruit persons to assist with the activities approved by the board.
- Oversee planning to make sure each effort is successful.
- Make sure evaluations from previous events are reviewed and all the information and supplies needed for their event are secured.

#### **Skills:**

- Excellent communication skills, including the ability to communicate in person, in writing, by phone, by email and otherwise.
- Ability to work without supervision, carry out responsibilities a timely manner and interact well with others.

#### **Requirements:**

- Committed to the mission, vision and values of COPI and COPS.
- Ability to respond to requests within 48 hours.
- Residing in the Richmond, VA area.
- At least a 12-month commitment is required.

Experience working with a nonprofit a plus.