



Development & Special Events Coordinator JOB DESCRIPTION

Employment Type:	Full-Time
Job Title:	Development & Special Events Coordinator
Location:	9325 South Alda Road, Wood River, NE 68883
Status:	Exempt
Reports to:	Director of Fundraising and Outreach
Application Deadline:	Open until filled
Salary:	Commensurate with experience
Website:	cranetrust.org

About the Crane Trust:

The Crane Trust is a non-profit organization dedicated to protecting and maintaining critical habitat along the Big Bend of the Platte River for whooping cranes, sandhill cranes, and other migratory bird species. We focus on conservation, research, and public education, hosting events and programs to inspire engagement with the natural world and foster community support for our mission.

Position Summary:

The Development & Special Events Coordinator will assist the Director of Fundraising and Outreach in planning, organizing, and implementing events and fundraising programs that align with the Crane Trust's conservation mission and outreach goals. These include donor events, educational programs, fundraising initiatives, tours, and community engagement activities. This role requires creativity, organizational skills, and a conservation and environmental stewardship passion.

Key Responsibilities:

1. Event Planning and Logistics:

- o Oversee event logistics, including venue setup and scheduling cleaning services.
- o Plan and arrange meals for events, accommodating special dietary needs.

- o Create detailed timelines, schedules, and task lists for March crane season programs.
 - o Manage logistics for off-season retreats and visitor events hosted by the Crane Trust.
 - o Organize logistics for off-site fundraising events.
 - o Coordinate volunteer staffing for VIP crane season events.
 - o Be present at Crane Trust donor events (will involve some evenings and weekends).
 - o Act as the primary point of contact during events, ensuring seamless operations and an exceptional guest experience.
- 2. Donor and Stakeholder Engagement:**
- o Collaborate with the development team to organize events that attract, retain, and engage donors.
 - o Facilitate donor stewardship activities and ensure exceptional guest experiences at Crane Trust events.
- 3. Marketing and Promotions:**
- o Collaborate with the fundraising and marketing teams to create promotional materials, event invitations, and outreach campaigns.
 - o Support event promotion across various platforms, including social media, email newsletters, and community networks.

Required Qualifications:

- Bachelor's degree in Event Management, Hospitality, Communications, Fundraising and Marketing or a related field.
- 2+ years of experience planning and coordinating events.
- Strong organizational skills and ability to coordinate multiple events simultaneously.
- Proficiency in Microsoft Office Suite, event registration platforms, calendars, and project management tools.
- Ability to work weekends, evenings, or irregular hours, as required for events.
- A passion for conservation, environmental education, and community engagement.

Preferred Qualifications and Abilities:

- Experience working in non-profit organizations, conservation, or environmental education sectors.
- Familiarity with donor relations, fundraising events, and volunteer coordination.
- Ability to stay calm under pressure and adapt to changing event needs.
- A team-oriented mindset with a strong sense of initiative.
- Strong interpersonal and communication abilities for working with diverse audiences.

Benefits:

- Competitive salary based on experience
- Health insurance paid time off, and retirement plan
- Opportunities for professional development
- The chance to work in a beautiful natural setting while contributing to a meaningful conservation mission

How to Apply: Please send a cover letter and resume to:

Matt Fong
Director of Fundraising and Outreach
9325 South Alda Road
Wood River, NE 68883
mfong@cranetrust.org

This position will remain open until filled.

Equal Opportunity Employer

The Crane Trust embraces a diverse, inclusive, and equitable workplace where all employees, board members, and volunteers feel valued and respected, regardless of gender, race, ethnicity, national origin, age, sexual orientation or identity, education, or physical abilities. We welcome applicants from diverse backgrounds and experiences to apply.