



GREEN COMMUNITY CONNECTIONS
Working collaboratively to build resilient, environmentally sustainable communities.



Contract Position Opening: Development Coordinator for Sponsorships and Events

One Earth Film Festival, presented by Green Community Connections, is seeking a seasonal contractor with experience in sponsorships and special events. The Development Coordinator will secure returning and new sponsors, sponsorship stewardship and communication, coordinate sponsorship benefits and plan and implement events including fundraisers.

This is a part-time contract position, seasonal between October 1, 2018 - April 30, 2019. There is a possibility to extend the contract or renew for September 2019. Position is remote, but some on-site work and attendance at meetings / events is required, mostly in the Oak Park / River Forest area. Contractor must have own computer (laptop preferred), internet access and transportation.

Sponsorships - 70% The Development Coordinator will be primarily responsible for securing Festival sponsors, working from an existing portfolio plus identifying, cultivating and soliciting new sponsors. The Development Coordinator will implement and track sponsorship benefits, collaborating with development, programming and marketing staff to ensure sponsors receive full benefits.

Events - 30% The Development Coordinator will plan and execute fundraising events, and lead the planning of other special events, with the support of staff and volunteers.

The 8th annual One Earth Film Festival will be held March 1-10, 2019. Utilizing the power of film and engaging programs to educate, raise awareness, and inspire the adoption of solution-oriented sustainable actions, last year's Festival welcomed 15,000 attendees to 56 screenings at 48 venues in Chicago and suburban Cook, Lake, DuPage and Kane Counties and Northwest Indiana.

Required skills and experience

- Minimum 1 year experience successfully soliciting event sponsorships
- Minimum 1 year experience successfully planning and executing special / fundraising events
- Strong communication skills, both written and verbal
- Excellent organizational skills and attention to detail
- Ability to self-motivate and work independently, as well as with others
- Commitment to confidentiality when working with sensitive information
- Ability to thrive in a fast-paced, deadline-driven environment
- Other helpful experience: relational database, InDesign, social media, nonprofit, volunteer management

To be considered for the contract position, send a resume, cover letter and three reference contacts to Carolyn McCormick, carolyn@greencommunityconnections.org.