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Accomplished events coordinator with solid experience working within the not-for-profit sector. Oversee the recruitment and training of more than 200 volunteers for special fundraising events such as walkathons in assigned communities. Supervise and support the Fundraising Development Team on the coordination of logistics as a leader and liaison for all sponsors. Set and ensure the satisfaction of event goals. Offer the following select qualifications:

* Proven volunteer experience where your leadership style facilitates successful event planning and fundraising.
* Experience recruiting, training and delegating assigned tasks to a workforce of volunteer’s event supporters.
* Outgoing and energetic with strong communication and interpersonal skills.
* Demonstrated organizational and time management skills.
* Ability to work well within a team, handle multiple tasks and identify and swiftly solve problems.
* Strong computer proficiency skills that include managing sponsor information in large databases.

**PROFESSIONAL EXPERIENCE**

Company, Town, US, date to Present  
**Special Events Coordinato**r

* Direct the planning and execution of fundraising and corporate events in urban communities.
* Develop new events held at various venues across the nation.
* Prepare and executive large-scale mailings to solicit donations.
* Work directly with in-house printers to design and produce all marketing materials and with external printers to coordinate the artwork and production of all marketing collateral such as tee-shirts and buttons.
* Compose and distribute fliers and news release to generate media attention.
* Build and maintain key volunteer relationships with business owners in assigned regions.
* Recruit, train, delegate, coach, motivate and evaluate the performance of volunteers for all events.
* Mobilize committees to facilitate the planning of volunteer teams to ensure support for successful events.
* Work with students and faculty to maintain or implement Colleges against Cancer Chapters.
* Source and secure sponsorships throughout the U.S. ranging from philanthropists to Fortune 500 companies.
* Works in a team environment to effectively represent the organization's mission.

**EDUCATION**

      State University, Any Town, USA  
      **Bachelor of Science in Business Management**

**COMPUTER SKILLS**

 MS Word, Excel, Outlook, database management