



## **EVENTS AND DATABASE COORDINATOR**

### **Position Description**

Reporting to the Chief of Advancement, the Events and Database Coordinator is responsible for assisting in the planning, marketing, implementation, and administration of Malta House events. Working closely with the Development staff, committee and volunteers, to plan and execute Malta House events and outreach initiatives. Manage event related communication efforts, ensuring consistent and effective messaging across all platforms. Maintains and oversees the day-to-day operations of fundraising software and donor relations.

#### **Event Coordination:**

- Working with the Event committee, manage event planning, marketing, budgets, execution, and follow-up.
- Help identify special events that are appropriate to Malta House
- s image and mission.
- Assist with setting up the overall event theme and manage all logistics before, during, and after the event.
- Attend events to coordinate activities, to ensure smooth operations and to resolve any issues that may arise.
- Assist with managing event set-up and breakdown arrangements.
- Assist with vendor relations in negotiating contracts, securing facilities, food, program and equipment.
- Design invitations and marketing materials for social media.
- Serve as point person for guests, presenters, sponsors, vendors, and staff.
- Create and track guest lists, record event donations, organize follow up messages, and reporting.
- Conduct evaluation of events to determine successes and improvement needed for future events.

#### **Database Management**

- Process and record all charitable donations.
- Create letters, emails, acknowledgements and coordinate the necessary signatures.
- Run queries and reports.
- Create and maintain procedures for development related software, and teach other users, as needed.
- Update records: constituent contact information, convert archived donor records.
- Support donor engagements and solicitations with donor reports, and other information.
- Maintain accurate and clean data base.
- Maintain confidentiality of all personal and financial information relating to development and Malta House information.

**Other:**

- Assist in communication efforts, with social media, the quarterly eNewsletter, the annual report, and press releases, ensuring consistent messaging and outreach.
- Attend scheduled staff meetings, and presentations.
- Assist with other duties, events, or projects as required.

**QUALIFICATIONS:**

- Bachelor's degree, or equivalent experience
- 3 years demonstrated fundraising experience, including data entry, special events, donor relations.
- Experience with CRM helpful.
- Experience with Little Green Light, GiveSmart, PledgeIt, Square, Stripe, and other fundraising software a plus.
- Knowledge of strategies and techniques to engage and motivate donors.
- Proficiency with Microsoft Office, Google Workspace, and other relevant computer systems.
- Experience with various types and uses of social media platforms.
- Effective verbal, written and interpersonal communication.
- A high degree of professionalism and an ability to interact with a variety of individuals.
- Ability to manage multiple tasks, prioritize, work under pressure, and meet deadlines.
- Ability to work with minimum supervision; quick critical thinking and problem-solving abilities.
- Ability to work collegially within a team.

**ABOUT MALTA HOUSE**

Malta House is one of the few transitional living programs in the state of Connecticut offering comprehensive, long-term housing and support services for pregnant and parenting mothers facing homelessness.

Malta House, Inc. is a recognized Catholic organization that operates in the Diocese of Bridgeport. As such, Malta House's policies and practices are consistent with the teachings and traditions of the Roman Catholic Church.

Malta House is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients.

**APPLICATION PROCESS**

Please send a cover letter and resume to Carolyn Muller, HR Manager at [cmuller@maltahouse.org](mailto:cmuller@maltahouse.org). Applications will be accepted until the position is filled. Review of applications and interviews will take place immediately with the position filled shortly thereafter.

Events and Database Coordinator  
Malta House, Inc., Norwalk, CT  
Salary Range: \$48,000 - \$54,000  
On-Site