



Healthy Birth Day, Inc. Special Events Coordinator

Healthy Birth Day, Inc. (HBD) is a 501(c)(3) nonprofit organization dedicated to the prevention of stillbirth. We are best known for the *Count the Kicks* public health awareness campaign, which educates and empowers expectant parents to track their baby's movements in the third trimester. Our goal is to save 6,000 babies from preventable stillbirth in the U.S. each year and to ensure that race is no longer a predictor of stillbirth.

The Special Events Coordinator will support HBD's mission and values while gaining professional skills.

Job Responsibilities:

Manage our organization's signature event, the *Count the Kicks* Changemakers Luncheon including: budgets, vendors, sponsorships, gaming activities, and marketing, including:

- Table captain recruitment and engagement, report back on impact
- Help team secure new and current event sponsors, report back on impact
- Innovative/fun, low pressure ways to fundraise before and during the luncheon
- Develop P2P fundraising package, rewards and targets
- Manage Changemakers Volunteer Committee
- Manage event budget to stay within allocated expense budget
- Oversee set up and tear down of event utilizing team of volunteers for assistance
- Raffle and silent auction item collection
- Work closely with HBD communications team to promote event attendance

Manage the development of concepts, themes, program, and formats for other in-person and virtual events that engage supporters, increase brand awareness and grow revenue, such as:

- Giving Tuesday
- Third Party Fundraisers
- Open House at HBD Office
- Advocacy events

Engages more corporate volunteers throughout the year as a way to engage corporate sponsors in our daily work and show the value of our mission.

Looks for community engagement and networking opportunities that may result in new donors or sponsors.

Support *Count the Kicks* Ambassadors in their fundraising efforts such as setting up online fundraising pages, and/or coordinating fundraising mailings

Assist with *Every Kick Counts* and *GameChanger* initiatives as needed

Commitment to diversity, equity and inclusion

Commitment to using and creating Standard Operating Procedures

Must Haves:

Exhibits polite and professional communication via phone, e-mail, and mail.

Highly organized and self-motivated

Proficient with Microsoft office suite products and Google Suite

Intermediate level Excel skills and canva

Basic knowledge of Salesforce NonProfit Success Pack

Generally proficient at learning new software programs

Ability to be flexible to handle multiple priorities simultaneously

Ability to work independently and as part of a team

Good written and verbal communication

Commitment to diversity and inclusion

Ability to work from home and office

Thrives in a fast-paced work environment

Education and Experience:

- An Associates degree or 2-3 years of experience in events management role

Physical Requirements:

- Ability to lift 25 pounds on occasion

Start Date: November 2024

Work Location: The final candidate will have the ability to work from home and office. HBD is currently a hybrid-work organization. This position lends itself to periods of frequent in-office work preferably 2 days a week, and likely more around event time. Majority of the first 90 days will be spent in office to allow for proper onboarding.

Hours: Full-time, 40 hours per week, non-exempt

Benefits: Comprehensive health benefits package, short-term disability, life insurance, employee assistance program, 11 paid holidays and paid time off. Opportunity for an annual bonus if goals are met or exceeded during annual review.

Compensation: \$24-27/hour, depending on experience

How to Apply: Send cover letter, and resume to employment@healthybirthday.org with the subject line "Special Events Coordinator".

Healthy Birth Day, Inc. is an equal opportunity employer. We value diversity, equity and inclusion, and we recognize that people come with a wealth of experience and talent beyond just the technical requirements

of a job. Diversity of experience and skills combined with passion is a key to innovation and excellence; therefore, we encourage people from all backgrounds to apply to our positions. Please let us know if you require accommodations during the interview process.

Healthy Birth Day provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, pregnancy or any other characteristic protected by federal, state or local laws.