



Events and Development Coordinator

Job Summary

We are seeking a dynamic Events and Development Coordinator to join our team. This role is pivotal in driving our mission forward through comprehensive event planning, member development initiatives, and innovative fundraising strategies. If you are passionate about health advocacy, climate solutions, resource building, and community engagement, we want to hear from you!

Key Responsibilities

Event Planning

- Plan and execute our annual conference, which offers continuing medical, nursing and health educational credit and key fundraising events.
- Coordinate or assist with logistics for our annual conference, fundraisers, our Advocacy Day at the Capitol, and our organizational strategy retreat. Logistics may include venue selection, catering, materials preparation, volunteer coordination, outreach, sponsorships, post-event evaluations, and other related items.
- Collaborate with Healthy Climate Wisconsin volunteer teams and staff to ensure events align with organizational objectives and enhance member engagement.

Member Development:

- Engage with members through hands-on interactions, connecting them with teams and opportunities that align with their interests and skills.
- Lead, plan, or facilitate small group skill-building sessions or trainings aimed at enhancing member capabilities, efficacy, and fostering a supportive culture and community- dependent on team needs.
- Create member onboarding materials and pathways that empower new members.
- Help build a more powerful, active, and cohesive organization through assisting in other tasks, such as outreach or member recruitment.

Fundraising:

- Design and execute innovative fundraising campaigns and materials including peer-to-peer campaigns, membership drives, Big Share campaigns, or other efforts.
- Collaborate with team members to brainstorm and implement creative fundraising strategies and outreach efforts. Other staff members will also provide assistance, for example, our Communications Coordinator will help with storytelling and messages for fundraising.
- Monitor and report on fundraising efforts to ensure goals are met, and identify areas for improvement.

Qualifications

- Experience in fundraising or membership development, preferably within a nonprofit organization.
- Demonstrates adept communication, active listening, and emotional intelligence to foster positive collaboration and team dynamics.
- Genuine interest in fostering relationships and supporting the passions of others. To succeed, you should be comfortable connecting with people of different ages, racial identities, abilities, and economic backgrounds.
- Self-motivated, critical thinker capable of efficiently managing tasks independently. Possesses attention to detail and a demonstrated ability to prioritize tasks effectively, meeting deadlines



across multiple projects.

- Displays a proactive approach to identifying areas for improvement and offers innovative solutions to overcome potential roadblocks.
- Has familiarity with remote working tools.
- Willingness to learn and adapt, with a curiosity to explore new topics and develop new skills. This includes admitting to areas of unfamiliarity and seeking out feedback from others.

This is a full-time role compensated at \$55,000-59,000 with a retirement match and a health, dental, and vision stipend. Healthy Climate Wisconsin offers paid leave for all federal holidays, in addition to paid sick and vacation packages. As a primarily remote role, hours and schedule can be flexible, but some evening and weekend hours will be necessary to coordinate with volunteer health professionals. Remote roles require long durations of computer time, but occasional in-person events and meetings will occur. This position is a two-year appointment. Continued employment beyond this period will be contingent upon successful fundraising initiatives.

Application Process

Interested candidates should email their resume and a cover letter to HCWapplications@gmail.com with the subject line "Events and Development." Only candidates who currently reside or plan to reside in Wisconsin should apply. Candidates will be considered on a rolling basis until the position is filled.

We are an Equal Opportunity Employer

Healthy Climate Wisconsin is an equal opportunity employer that does not discriminate against any job applicant based on race, color, national origin, religion, sex, sexual orientation, age, disability, veteran status, or marital status. **Individuals from communities on the frontlines of climate change and health issues are encouraged to apply.**

About Healthy Climate Wisconsin

HCW is a nonprofit led by nurses, doctors, and public health leaders, empowering health workers to advocate for solutions to pollution. We pursue this work through multiple pathways. We educate the public and health students, enhance climate journalism, testify, and meet with policymakers. We build teams within health systems to help them decarbonize, adapt, and engage in policy decisions. And we connect public health advocates to prepare Wisconsin communities and build a brighter future. Our motivation is simple. We are inspired by the patients and communities we treat and care for each day. We know a safe climate is critical to their wellness and strive to create a world with cleaner energy, air, and water, so that we all Wisconsinites can enjoy healthy, vibrant lives.