

Job Title: Events Coordinator
Status: Full-time, year-round, 40 hours / week; exempt
Reports To: Development Manager
Direct Reports: No staff / occasional volunteers
Location: In-person role; Whitefish, Montana

The mission of DREAM Adaptive Recreation is to enhance the quality of life of individuals with disabilities by providing year-round outdoor adaptive recreational opportunities.

About the Organization

Founded in 1985, DREAM Adaptive Recreation (DREAM) has been a leader in improving access and inclusion in outdoor recreation for nearly four decades. Our programs empower individuals with disabilities by fostering skill development, independence, confidence, and connection to the outdoors. Supported by over 200 volunteers, DREAM serves hundreds of participants annually through more than 1,500 lessons and events and is actively engaged in community access projects, education, and advocacy efforts. Our team is professional, passionate, and dedicated to ensuring everyone has access to the benefits of outdoor recreation.

Job Summary

DREAM seeks a dynamic and organized professional to join our development team as the **Development Coordinator**. Under the direction of the Development Manager, this full-time position plays a key role in planning, executing, and evaluating DREAM's annual fundraising and donor engagement events, while also supporting donor stewardship, database management, and community outreach initiatives.

This position focuses heavily on event logistics, sponsorship fulfillment, vendor and volunteer coordination, and delivering exceptional donor experiences. The Development Coordinator also assists with DREAM's annual development campaigns and overall fundraising operations to ensure smooth and effective execution across all activities. This position will play a key role in ensuring DREAM's fundraising operations run smoothly and that supporters experience a high level of care and connection to DREAM's mission.

This position averages 40 hours per week, with increased hours during major event periods. Some evening and weekend work is required to support events and donor engagement activities.

Responsibilities

Primary Duties:

- Plan, coordinate, and execute DREAM's major fundraising events, including the Snow Ball Gala, Shred Fest, A Midsummer Night's DREAM, Golf for Good, and smaller-scale donor engagement events.
- Manage event logistics including timelines, vendor coordination, venue setup, decor, volunteer assignments, and on-site execution.
- Play a lead role in event committee meetings including meeting scheduling, agenda creation, and note-taking.

- Develop and maintain event budgets, track expenses, and prepare post-event reports.
- Support event sponsorship solicitation, tracking, and fulfillment in collaboration with the Development Manager and Development Specialist.
- Represent DREAM at community outreach opportunities such as local farmers markets, pint nights, networking events, and tabling opportunities.
- Recruit, train, and manage volunteers for events and outreach activities.
- Support DREAM's annual fundraising and community engagement campaigns.
- Work with the development team to cultivate, solicit, steward, and acknowledge a portfolio of individual, corporate, and in-kind donors.
- Maintain and update DREAM's donor database to ensure data accuracy and consistency.
- Assist with marketing and communications by creating event collateral and digital assets and collaborating on DREAM's website and social media updates.
- Collaborate with the Executive Director, Development Manager, Operations Specialist, Program Team, and other staff members to ensure cohesive event and development operations.

Other Expectations:

- Always represent DREAM in a positive and professional manner.
- Maintain a consistent office schedule and dependable presence.
- Follow organization's policies, nonprofit best practices, and legal standards.
- Maintain confidentiality of donors, organizational information, and workplace matters.
- Maintain a professional, positive, and solution-oriented presence in the workplace.
- Support other development or organizational tasks as assigned.
- Ability to work extended hours and weekends around events when needed.
- Ability to travel for work-related matters as necessary.

Qualification Requirements

- Bachelor's degree or equivalent experience in a related field preferred.
- Two+ years of experience in event planning, fundraising, or nonprofit development, or an equivalent combination of education and experience.
- Proven success in coordinating fundraising events, logistics, and sponsor management.
- Experience with CRM databases and project management; proven ability to meet deadlines.
- Strong interest in nonprofit fundraising, donor relations, and community engagement.
- Excellent organizational, interpersonal, and communication skills, with the ability to work effectively with a diverse spectrum of people.
- Creative, detail-oriented, and able to perform under pressure in a collaborative, team-oriented environment.
- Comfortable engaging individuals and organizations in support of DREAM's mission, including sponsorships and donations.
- Proficient with technology, including CRM databases, Microsoft Office Suite, Google Workspace, and social media platforms; familiarity with Canva or similar tools is a plus.

Physical Requirements:

Frequently required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, climb or balance, talk, and hear. Occasionally required to stoop, kneel, crouch, or crawl. Regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Vision requirements include close, distant, color, peripheral, and depth perception, as well as the ability to adjust focus. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

Work Environment:

Fast-paced, collaborative, and highly interactive office environment with moderate to high noise levels. Occasionally required to work outdoors in varied weather conditions. Must be available to work evenings and weekends during events, and occasional travel may be required.

Salary Range: \$45,250-\$55,000 annually depending on experience

Benefits: Generous PTO and 11 paid holidays, HRA stipend, Learning stipend, Wellness stipend, Cell Phone stipend, merit-based annual bonus structure, 3% Simple IRA employer match, access to industry pro-deals, professional development opportunities

To apply: Please submit a resume and cover letter to Erich Spitz, Development Manager at espitz@dreamadaptive.org. Incomplete applications will not be accepted.

The position is available immediately and will remain open until filled. DREAM is an Equal Opportunity Employer.