



Healthy Birth Day, Inc. Seeks Annual Giving & 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 7,500 babies from preventable stillbirth in the U.S. each year and to ensure that race is no longer a predictor of stillbirth.

The Annual Giving & Events Coordinator will work closely with the Executive Director to plan and coordinate an annual giving program that incorporates direct mail, telephone, and donor events for the purpose of expanding the financial support of Healthy Birth Day, Inc. This position will help create and implement development strategies for the organization.

This is an excellent opportunity for a highly organized, motivated, and independent individual to build event coordination and fundraising experience, network in nonprofit development work, and expand their knowledge of maternal health. This is a great career opportunity for anyone with an event coordination or development background who wants to grow their resume. Healthy Birth Day, Inc., a nationally recognized organization rooted in Des Moines, Iowa, looks forward to welcoming a dedicated development professional ready to advance individual, corporate, and foundation partnerships in support of our life-changing mission.

Roles and Responsibilities:

- Manage donor events and annual giving calendar
 - Plan and implement in person or virtual donor events
 - Support *Count the Kicks* Ambassadors in their fundraising efforts/events
 - Obtain vendor quotes, negotiate contracts, and finalize specifications and delivery
 - Assist with the solicitation, pick up, and acknowledgement of in-kind donations
 - Help build and utilize event website platforms
 - Participate in communications / marketing strategy related to events
- Help execute the annual individual and corporate fundraising strategy and plan
 - Create and disseminate HBD fundraising appeals that include direct mail, phone, text, email, social media and giving platforms
 - Determine appropriate constituents to receive the appeal, measuring results, and reporting outcomes
 - Help Executive Director coordinate the portfolio of major gift donors & prospective donors through regular, ongoing contact with them to secure major gifts as well as planned gifts
 - Promote our stillbirth prevention programs for the purposes of cultivating and securing financial support
 - Manage and manipulate data and queries for appeals/events/reports in our Salesforce platform
 - Create innovative ways to thank our supporters and show authentic gratitude
- Create and disseminate HBD annual report
- Other duties as assigned



Must Haves:

- Highly organized and self-motivated
- Strong ability to work in Salesforce, Word, Excel, PowerPoint and Google Drive at a minimum
- Ability to be flexible to handle multiple priorities
- Ability to work independently and as part of a team
- Good written and verbal communication
- Positive attitude and a commitment to diversity and inclusion
- Be responsible, hard-working, ethical, and committed to our mission
- Possess an interest in a nonprofit career, particularly event coordination
- Be able to draft and present solicitations; make the ask
- Flexible hours around event time
- Ability to work from home or an office

Education:

- Associate or Bachelor's Degree in related field

Start Date: August 31, 2021

Hours: 30 hours/week

How to Apply: Send cover letter, resume and [application](#) to employment@healthybirthday.org with the subject line of "Annual Giving & 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.