

## Events and Fundraising Coordinator Job Ad – 04.16.2019

The Colorado Rural Health Center (CRHC), is seeking a part-time Events and Fundraising Coordinator with the passion and skills to ensure successful fundraising and educational events for CRHC and its members and partners. CRHC is a non-profit organization that serves as the State Office of Rural Health and has been serving the state of Colorado since 1991. CRHC's mission is to enhance healthcare services in Colorado by providing information education, linkages, tools and energy toward addressing rural healthcare issues. By joining our dedicated team, you will be helping a diverse and inclusive statewide constituency of over 400 rural healthcare facilities and be an active part of the movement to improve access to quality and affordable healthcare in Colorado.

### **We have high expectations for you as our Events and Fundraising Coordinator.**

You will offer:

- Proactive outreach and recruitment of speakers, sponsors, exhibitors, and attendees to our two educational conferences each year. This will include balancing and organizing all logistics and details between the aforementioned parties, as well as the venue, and internal staff.
- Innovative and mission-driven fundraising efforts, in collaboration with the CRHC Fundraising Committee that drives revenue to the organization.
- Support for minor events across the calendar year to meet the team's goals to serve members and educate state and federal policy-makers.

### **You should have high expectations of Colorado Rural Health Center as an employer.**

Our staff enjoy autonomy to do the work they do best, and you will too. Every day you will leave knowing that you have made a positive impact on the lives of rural Coloradans! Outreach to rural healthcare facilities, state partners, policy makers and the public provides the education, resources and tools for CRHC and its members to remain sustainable.

Colorado Rural Health Center fosters a strength-based culture. We strongly believe in continuous professional development and work to foster your growth through a variety of professional training resources. You will join a positive, engaged and dedicated team that supports one another cross-departmentally. CRHC is an award-winning place of business, named a certified "Healthy Business Partner" (Health Links, 2018), recognized for its culture of workplace wellness.

**If you are truly ready to make an impact on our rural healthcare landscape, we invite to you apply for the Events and Fundraising Coordinator position by emailing your resume and an optional cover letter to [hr@coruralhealth.org](mailto:hr@coruralhealth.org) with subject line "Events and Fundraising Coordinator".** Please identify your salary requirements and let us know where you read this Job Ad.

Part-Time Schedule: 20 hours per week