

**Tree Research and Education Endowment Fund**  
**Position Description**  
**Special Events Assistant**  
**January 2010**

**Reports to:** Fund Development Specialist

**Position type:** Part Time

**Summary:** Responsible for supporting the planning, coordination, implementation and evaluation of TREE Fund special event activities.

**Major Duties & Responsibilities:**

- Assist in planning and execution of TREE Fund special events and related activities
- Contact current and potential Auction donors
- Construct catalogs and promotional materials for live, silent and online Auctions
- Maintain auction database and event management software (AuctionPay)
- Assist with development and implementation of Auction logistics
- Assist with events development for Tour des Trees
- Participate in development and implementation of routine communications with external resources as assigned
- Provide administrative support to Fund Development Specialist as assigned
- Coordinate Traveling TREE Fund Booth logistics
- Perform additional duties as needed and as assigned

**Working Relationships:**

Internal: Interacts with Board of Directors, Executive Director, Fund Development Specialist, Data Management Assistant, Office Manager, Development & Communications Committee and Liaison Committee.

External: Interacts with TREE Fund Liaisons to ISA Chapters, ISA Staff, TCIA Staff, PR staff of event sponsors, contractors, donors, general public, vendors, governmental agencies, and other green industry organizations and companies.

**Minimum Qualifications:**

The ideal candidate will have a Bachelor's degree with a minimum of 2 years of successful special event/meeting planning experience, a clear record of development success and a capacity for teamwork. Knowledge of the principals and practices of fund raising, marketing and public relations is critical for success. The ability to establish and maintain positive and productive working relationships with a cross section of publics, including but not limited to the donor public, community groups, volunteer boards and committees and staff is key. Strong interpersonal skills and strong verbal and written communication skills is required. You must be familiar with nonprofit management and have experience in donor database management, general knowledge of fund development and demonstrated ability to manage multiple tasks and meet deadlines. Knowledge of RaisersEdge software, Auction Pay and Microsoft Office is a plus. Some travel is required.

**Tree Research and Education Endowment Fund Mission Statement:**

The mission of the TREE Fund is to identify and fund projects and programs that advance knowledge in the field of arboriculture and urban forestry to benefit people, trees and the environment

**Contact**

M. Janet Bornancin  
The Tree Research and Education Endowment Fund  
552 S. Washington St., Ste 109  
Naperville, IL 60540  
[jbornancin@treefund.org](mailto:jbornancin@treefund.org)

No phone calls please