



To apply for a posted position, please forward resumé to: [applicant@hospiceswmi.org](mailto:applicant@hospiceswmi.org)

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HOSPICE CARE OF SOUTHWEST MICHIGAN is seeking an outgoing and goal-oriented individual for the role of full-time **Event Planner**. This position is responsible for the planning, coordination, execution and evaluation of fundraising and public awareness activities and special events for all Agency programs. Other job responsibilities include:

- Makes presentations to community groups to promote the Agency.
- Oversees event budgets, timelines, ordering and logistics.
- Outlines goals and objectives for each event.
- Identifies and solicits corporate sponsorships.
- Provides information, statistics, standard and special reports/records for purposes of evaluating, analyzing and reporting on fundraising activities.
- Participates, as needed, in public relations and community activities to promote Hospice Care of Southwest Michigan. Provides information to individuals and community groups about the agency.

### Position Qualifications:

- Bachelor's degree or equivalent work experience in health care or non-profit setting.
- Two to four years of experience in planning, coordinating and evaluating fundraising and special events.
- Previous experience in healthcare or related human services field preferred.
- Excellent relationship-building and fundraising skills.
- Excellent communication and presentation skills.
- Is highly organized and detail-oriented.
- Has the ability to support and motivate volunteers.

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