



*Carrie Tingley
Hospital Foundation*

Current Job Posting:

Carrie Tingley Hospital Foundation has an immediate opening for a Director of Special Events and Donor Relations. Come join our team and, in addition to a busy year-round fundraising calendar, coordinate one of New Mexico's largest fundraising events, Mudd Volleyball and our community's fastest-growing holiday event, the Festival of Trees. As a small nonprofit organization, we offer a fast-paced work environment, flexible work schedule, and the opportunity to make a difference in the lives of children with special health care needs throughout our state.

The **Director of Special Events and Donor Relations** is responsible for special events management, donor stewardship program, and volunteer coordination. REQ: Bachelors degree plus 1-2 years experience or equivalent work experience. Must be proficient with Microsoft Office. Excellent project management and event coordination skills as well as strong communication skills, attention to detail, self-motivation, and ability to meet deadlines are essential. Donor software experience a plus. Full-time with some weekend and evening hours. Submit resume and a cover letter explaining why you are uniquely qualified for this position to info@carrietingleyhospitalfoundation.org by **February 15, 2012**. No phone calls please.