



Pappus House

Fundraising & Events Coordinator

Position: Fundraising & Events Coordinator
Status: Part-time
Reports to: Executive Director

At Pappus House, we believe that everyone deserves a peaceful, dignified death, surrounded by people who care. Our 8-bed personal care home is designed specifically for individuals under the care of a hospice agency and in their last months of life.

Every aspect of Pappus House was constructed to provide all the comforts of home to our residents and their loved ones. Our entire team brings the passion and empathy necessary to walk this sacred journey with our residents, caring and advocating for their needs.

Position Summary

Pappus House is seeking a dynamic and mission-driven Fundraising and Events Coordinator to lead the planning, execution, and evaluation of fundraising initiatives and special events. This role is ideal for a compassionate communicator and organized fundraiser who understands that advancing a mission is not just about raising funds—but about cultivating relationships, telling meaningful stories, and creating experiences that reflect the heart of our end-of-life home.

Key Responsibilities

- Work with the Resource Development Committee to implement annual fundraising campaigns
- Cultivate donor relationships through personalized outreach and stewardship
- Manage donor database and track contributions, pledges, and acknowledgments
- Research and write grant proposals as needed
- Lead the planning, promotion, and execution of signature events (e.g., Lanterns of Light, Garden Party, Give Local York) to include securing sponsorships
- Collaborate with volunteers, vendors, and community partners to ensure smooth logistics
- Create emotionally engaging event experiences that reflect the values of Pappus House
- Track budgets, timelines, and post-event evaluations
- Represent Pappus House at community events and networking opportunities as requested

Qualifications

- Bachelor's degree in nonprofit management, communications, or related field
- Proven experience in fundraising, event planning, or nonprofit development
- Exceptional organizational and communication skills
- Detail-oriented with the ability to handle multiple tasks simultaneously
- Proficiency with donor management software and digital communication tools
- Passion for hospice care and community healing

Preferred Traits

- Creative thinker with a heart for storytelling
- Graceful under pressure
- Empathetic communicator

What We Offer

- A mission-driven work environment rooted in compassion and dignity
- Opportunities for creativity, leadership, and professional growth
- Flexible scheduling and a supportive team culture

Equal Opportunity Employer

To support our compassionate and collaborative mission, it is the policy of Pappus House that resident services and employment shall be provided in a non-discriminatory manner, without regard to race, sex, color, national origin, ancestry, religious creed, disability, and age. Specific to applicants and employees, opportunities shall be provided to individuals with disabilities and reasonable accommodations shall be made to meet physical and/or mental limitations. Pappus House will establish and maintain open and equitable personnel processes. Personnel policies, procedures, and practices will also be designed to prevent discrimination.

To apply, send resume with references to careers@pappushouse.org.
For more information, contact Pappus House at 717-800-8570.