

Job Description Special Events Coordinator



Mission Statement

The Special Events Coordinator must have a strong belief and commitment to the mission of Boys & Girls Club of the Umpqua Valley.

To inspire all youth, especially those who need us most, to reach their full potential as responsible, caring, productive citizens.

Job Summary

To generate income and public awareness of Club programs and services through special events. Works directly with staff, board members, volunteers, donors, community leaders, parents, committee groups, and other constituents. Two of the major fundraising events held each year are Umpqua Uncorked & On Tap and Celebrate Kids Dinner & Auction. Position reports to the Resource Development Director and the Chief Executive Officer.

Principal Duties & Responsibilities

- In collaboration with the Resource Development Director, the Chief Executive Officer and Board, develop a comprehensive strategic plan for single and multi-year fundraising efforts, to include special events.
- Plan and chair successful special fundraising, stewardship, and cultivation events.
- Work with the Resource Development Director to identify and recruit corporate sponsors and/or target audiences to underwrite event expenses and/or to donate gifts, cash, or in-kind services to minimize expense and maximize profit to achieve event fundraising goals.
- Utilize contacts and networking to strategically identify community partners that will expand donor base and further our mission.
- With the Resource Development Director and the Chief Executive Officer, develop an event budget that will meet the fundraising goal for the event.
- Confirm committee chairs to lead sub-committees including: promotions; silent and live auction; program & music; volunteer coordination; food & beverage; decorations and logistics. Recruit new committee chairs, if needed.
- Convene and chair regular meetings of the event committee chairs to coordinate the work; ensure that minutes are kept and distributed. Create a timeline with due dates for the event; monitor progress of the committees to ensure all assigned tasks are completed in a timely manner and that committee chairs are staying within their budget for expenses.
- Keep Resource Development Director and Chief Executive Officer informed of all activity, including timely preparation of reports.
- Work with the Resource Development Director to plan and implement evaluation, celebration and recognition of all volunteers after the events.

- Read publications, explore community events, and pursue new ideas to identify new systems and resources that improve the organization's fundraising opportunities.

Additional Responsibilities

- May be assigned special projects periodically by the Resource Development Director and Chief Executive Officer.
- Inform others about the Club by serving as a goodwill ambassador, advocate, and spokesperson for the Club in formal and informal networks and accepts gifts on behalf of the Club.
- In conjunction with the Marketing and Public Relations Coordinator, ensures the development, design and distribution of marketing documents in the promotion of special events, fundraising and education of the public, including press releases.
- Perform all other duties that may be necessary to carry out the purpose of the Aim/Vision/Mission of the Boys & Girls Club of the Umpqua Valley.

Skills/Knowledge Required

- Bachelor's degree from an accredited college or university, or equivalent experience preferred.
- Knowledge of fundraising techniques and sources of funding for non-profit agencies and organizations.
- Minimum of two years' experience in not-for-profit work, specifically in fundraising, special events, or equivalent experience.
- Knowledge of internet researching, research databases and basic library research.
- Experience with donor and event management software and Microsoft Excel highly preferred.
- Knowledge of the mission, objectives, policies, programs, procedures, principles and practices of not-for-profit organizations and corporate funding process; youth development services preferred.
- Ability to organize and coordinate special events and fundraising operations.
- Excellent communication skills at informing, listening, presenting, writing, oral communication, and motivating others including staff, board of directors, volunteers, community groups and other agencies.
- Decision making skills – excellent at analyzing, fact finding, judgment, troubleshooting, and systemic thinking for donor management sources.
- Planning skills – action planning, monitoring, and organizational planning.
- Relationship skills – meeting collaboration, networking, relationship building, establishing and maintaining effective working relationships with staff, the board of directors, volunteers, community groups and other related agencies.
- Ability to work with multiple committees and a variety of personalities on those committees.
- General knowledge of bookkeeping principles to review revenues and expenses.
- Self-directed and self-motivated.
- Must acquire OLCC server license within 60 days of hire.

Physical Demands

- While performing the duties of this job, the employee is regularly required to use hands, fingers, and feet, talk, hear, and feel. The employee is frequently required to sit, stand, walk, and lift up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Work will be performed either in an office environment or in the field. Must be willing to travel as needed to perform job

requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- High energy, motivated, confident, and creative. Ability to work for prolonged periods at high levels of activity; managing multiple tasks with varying deadlines; ability to sit for more than four hours per day; reading comprehension and listening skills.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. Contents may be subject to change to meet the needs of the organization.

Signed by: _____

Employee

Date

Approved by: _____

Executive Director

Date