



## Event Coordinator

Come join a faith-based community team that loves coming to work! Our vision is to inspire our community to unite so that all people have access to a healthy home. We practice servant leadership, StrengthsFinder top 5's, mutual support and fun – while encouraging members to grow and serve in what each does best. A key candidate will have strong intuition, a heart for serving others, a great sense of humor, mad organizational skills, and an eye for helping this ministry grow. This position reports to the Assistant Development Manager.

### KEY RESPONSIBILITIES

#### Events

This position oversees two large fundraising events, 8+ medium-sized donor-driven events, and several small ones. Includes project management, calendaring, invitations, catering, follow-up thank you notes, donor relations, volunteer support. *Events comprise the majority of hours for this position.*

- VH fundraising events (300-700 guests) - Supports staff, sponsors, table hosts, guests and vendors. Communicates directly with guests for registration, and with businesses for sponsorship pledges and benefits
- Donor-driven fundraising events (20-100 guests) – Teas, Auctions, House Concerts, etc.
- 4<sup>th</sup> Quarter Giving Tree campaign – Raising gift cards from 60+ businesses, churches and individual participants
- Informational and Donor-Acquisition events - Presentations, Staff speaking engagements, Vision Meetings, Tours
- Tracks key performance indicators (KPI's)
- Leads process improvement/best practice post-event followup meetings

#### Donor relations

- Builds relationships with volunteers, donors, tour guests, with an eye for helping them find their joy in philanthropy. Stewards the relationships and introduces to other appropriate staff for taking next steps.
- Works with volunteer fundraising committees in building their strategy and executing their task of recruiting new table hosts, sponsors and guests.

#### Design

- Manages the Image library, Maintains Photo Release file. Works with volunteer photographers to ensure a ready supply of appropriate images
- Supports and promotes the use of Ethical Images, per our document
- Helps produce artwork templates and images for all communications in InDesign, works closely with Communications Coordinator to support image needs for Newsletters, Appeals, Staff News, Social Media

#### Admin

- Provides key support to Development Manager and Assistant Development Manager
- Supports staff and volunteer presenters for speaking requests
- Monitors and tracks budgets and expenses for all projects, provides ROI and final report for each
- Works with Office Administrator to maintain inventory plan for Fundraising materials

### REQUIRED QUALIFICATIONS

- Bachelor's degree or equivalent experience
- 3-5 years' experience coordinating large-scale events, event management or equivalent experience
- Excellent verbal and written communications skills



- Very strong interpersonal skills and the ability to build relationships with staff, board members, external partners, donors and volunteers
- Disciplined self-starter, achiever
- Demonstrated organizational and time management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail, goal achievement and staff support
- Ability to delegate tasks with clear expectations
- Ability to work under deadline pressure and adapt to change
- Ability to handle confidential matters with discretion
- Ability to take direction and follow instructions from different departments and managers
- Ability to work independently on a project, from conception to completion

### **PEOPLE SKILLS**

- Good sense of humor and fun
- Strong relationship-building skills
- Good at recognizing and calling out achievements, hard work, improvements, successes, milestones

### **ADMINISTRATIVE SKILLS**

- Decisive
- Creative
- Strong Intuition
- Highly organized

### **PREFERRED EXPERIENCE**

- Social Media (Facebook, Twitter, Flickr and Email Marketing)
- Donor Perfect, Constant Contact, Survey Monkey
- InDesign, Photoshop

### **COMPENSATION**

#### **\$40,000 - \$43,000 DOE + Benefits:**

- 11 ½ staff holidays; one floating personal holiday; vacation, sick leave; medical, dental, vision; retirement plan; supplemental health plan available.
- Individual training : memberships, seminars, webinars, peer-to-peer
- Annual 1-day Development Team retreat in January
- All staff training:
  - Annual participation in the 2-day Global Leadership Summit in August
  - Annual 2-day all-staff planning retreat in October
  - Monthly all-staff meetings