



EVENT COORDINATOR (part-time; 15-20 hours/week)

Job Summary

The Event Coordinator, reporting to the Director of Philanthropy, will lead the planning and successful execution of events, working closely with volunteers and staff.

Responsibilities and Duties

- Prepare and maintain event manual for all aspects of each event, including calendar listing all planning aspects and all post-event follow up
- Manage all event logistics and planning details
- Create and effectively manage event budget in partnership with Director of Philanthropy
- Create and update event websites
- Solicit sponsorships in partnership with Director of Philanthropy
- Create and execute comprehensive marketing plan to meet event attendance and fundraising goals, effectively promote event through various channels
- Ensure accurate reporting of event progress and final results
- Engage volunteers, effectively communicating and facilitating meaningful opportunities; coordinate and lead individual volunteers and volunteer committees
- Ensure all event logistics are identified and executed timely
- Solicit silent auction items to meet revenue goals; set up and coordinate all auction activities and/or other event-specific fundraising component
- Write, create and manage effective social media posts and email communications related to each event, including post-event communications
- Coordinate and conduct post-event evaluations
- Maintain accurate records of vendors, volunteers, supporters and attendees
- Update email lists in Constant Contact

Qualifications and Skills

- Experience planning and managing all aspects of special events
- Record of successfully developing and/or managing volunteers
- Proficient in MS Office, Constant Contact, donor management software
- Understanding of Miami Valley market demographics
- Always represents agency with high professional standards
- Able to network to create new contacts and cultivate relationships
- Effective in project planning and management
- Proven creativity in social media (Facebook, Instagram, LinkedIn, Twitter) and mass email communications

How to Apply

Email cover letter, resume and 3 professional references to msharp@bbbsmiamivalley.org. Position open until filled.

Please, no phone calls or walk-ins.