



EVENT COORDINATOR (PART TIME)

Job Summary

The Special Event Coordinator, reporting to the CEO, 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; ensure all pledges are recorded and collected
- Create and execute comprehensive marketing plan to meet event attendance and fundraising goals, effectively promote event through various channels including hype nights
- 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, including recruiting, training, and communicating regularly
- 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
- Coordinate and conduct post-event evaluations
- Maintain accurate records of vendors, volunteers, supporters and attendees
- Update email lists in Constant Contact

Qualifications and Skills

- Bachelor's degree preferred
- 3 years' experience planning and managing all aspects of fundraising 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

To apply: Email resume, cover letter and three professional references to apfeiffer@bbbsmiamivalley.org
Position open until filled.