



Position: Event Coordinator

Date: October 2017 - March 2018

Reports to: Development Manager

FLSA Status: Independent Contractor

General Summary

The Event Coordinator is responsible for planning, budgeting and overall management of CASA's fundraising event Art of Helping Children. The position is responsible for all details of event planning including timeline, budget, sponsorships, event management databases, event volunteer management, creating a positive event experience and post event evaluation and analysis. This position works closely with event volunteer committees with varying levels of experience and ensures event messaging fits within the organizational communications plan.

Reporting to the Development Manager, the Event Coordinator is a member of the Development Team and is responsible for all aspects of the major fundraising event. The Event Coordinator is responsible to meet the goals and objectives of the event as established by Executive team and Board of Directors.

Essential Responsibilities and Duties

- Create an event action plan including budgets, timelines, marketing, and fundraising goals.
- Cultivate, motivate and mobilize a strong volunteer committee to effectively solicit sponsors, donors and event participants.
- Cultivate relationships with sponsors and donors to solicit and facilitate sponsorships and sponsor benefits.
- Negotiate venue and vendor contracts to meet the quality expectations of the staff, event committee, attendees and Board of Directors.
- Ensure proper data collection, including income/expense information, monetary/in-kind donor records, ticket sales, and committee/volunteer contacts.
- Utilize software databases to manage all event information including reservation/ticket sales, auction items, donations and attendee information.
- Develop event design and materials, implement mailings, marketing, outreach and public relations.
- Coordinate with Development Manager and Executive Director to develop and implement mission-based messaging throughout the event.
- Manage on-site set up, production and take down for the event.
- Solicit and manage multiple volunteers for the event.
- Perform post event wrap-up including committee meetings, volunteer and participant evaluations, budget assessments, credit card payments, invoice preparations and financial reconciliations.
- Facilitate CASA's relationships with third-party event coordinators and assist as needed and appropriate for event production.

Knowledge, Skills and Experience

- A bachelor's degree is required.
- Minimum two years related experience.
- Organized, energized, detail-oriented, efficient, resourceful, creative and adept at managing volunteer committees and soliciting donors and sponsors.
- Must be able to handle multiple projects simultaneously in a fast-paced team environment, to anticipate project needs, discern work priorities, and meet deadlines with little supervision, and be willing to work occasional evenings and weekends.
- Excellent written and verbal skills with the ability to communicate effectively with staff, volunteers, sponsors, vendors and potential donors.
- Strong customer service ethic, professionalism and high expectations for quality.
- Proficiency in Google Drive, MS Word, Excel, PowerPoint and social networking tools (Facebook, Twitter) required.

Physical Requirements and Work Environment

The Event Coordinator will be expected to have transportation to meet with volunteers and coordinate the event. The position requires a flexible schedule as events may occur in the evenings or on weekends. He/she will spend some time in the office that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours. Additionally, it is anticipated that the person may spend several hours of each day seated at a PC. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job. Because we are a dynamic and changing organization, responsibilities and duties included in this job description are subject to modification as the needs of the organization change.