



## Job Description

### General Information:

<b>Common Job Title:</b> Events Coordinator	<b>Official Job Title:</b> (HR to complete) Coord,Dev,Events
<b>BGAS Code/Department:</b> 21COO015 Development	<b>FLSA Status:</b> Exempt <sup>1</sup>
<b>Reports to:</b> Director of Development	<b>Type:</b> Regular, 80% FTE, workload will vary based upon timing of events
<b>Job Level:</b> Level 10	<b>Standard shift hours / Hrs per week:</b> Regular business hours, some evenings and weekends as special events require.
<b>Revised/ Effective Date:</b> March 2010	<b>Eligible for benefits:</b> Yes
<b>Market Hiring Range:</b> \$27,090 - \$32,515 at 80% FTE	<b>Job # 10-14</b> <b>Internal Posting Only</b>

### Essential Functions:

- Organize and Manage the Black & White Ball, the Barn Bash and the Annual meeting including, but not limited to:
  - Select event venue, negotiate venue contract and secure approved and signed contract from the CFO and Director of Development.
  - Work with the Director of Development to establish individual event budgets and ensure each budget remains on target, updating the Director of Development on a monthly basis with progress of budgets and contracts.
  - Facilitate and organize volunteer working committees of both the Black & White Ball and the Barn Bash. This includes scheduling meetings, creating meeting agendas, organizing speakers, facilitating the meeting and following up with tasks at the end of each meeting.
  - Steward relationships of each volunteer ensuring their interest and understanding in Boys & Girls Aid remains strong through the event cycle.
  - Determine all information that is to be included on print material. Ensure the print material follows the agency branding standards. Give specific instruction, guidance and outcome expectations to the designer to create all print material for each event including sponsorship slicks, save the date's, invitations, programs,

<sup>1</sup> Note: An employee in a position which is otherwise exempt will be classified as non-exempt, and paid based on hours worked, if their annual salary is less than \$23,660.



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and electronic material including constant contact and pdf documents; and deadlines. Approve all material prior to print.

- Manage event communications and coordination. Inform the Communications Coordinator of all changes that need to be made to the website, including but not limited to adding the event information, purchase of tickets, etc. Create the form needed for ticket purchase and add it to the website.
- Manage revenue for the events. Includes but is not limited to tracking all invoices in the event software and follow invoice procedures; and informing Finance of ticket sales, ticket prices, sponsor levels, areas of revenue tracking and determine the charitable portion of each area.
- Develop a plan, and solicit and organize all volunteers for each event. Assign volunteer positions and stewarding as appropriate.
- Use AuctionPay Event Software to track all guests and sponsors.
- Use the AuctionPay software to manage the invoicing of all sponsors and table guests. Work with the Director of Development to send courtesy invoices monthly.
- Solicit items for the silent auction at the Black & White Ball. Use the AuctionPay event software to catalog all auction items including solicitor and vendor contact. Ensure confirmation of each item and create appropriate certificates if necessary. Ensure all tangible items are on the premises the night of the event.
- Create the categories of need for the live auction for both the Black & White Ball and the Barn Bash. Use AuctionPay event software to catalog all auction items, including solicitor and vendor contact. Ensure confirmation of each item and create appropriate certificates if necessary. Ensure all tangible items are on the premises the night of the event.
- Serve as the agency event facilitator to both Cypress and Cherry Branch Auxiliary, providing leadership support in assisting and guiding them in finding the best solutions for their event organization. This includes but is not limited to event registration, ticketing, auction, etc. Work with the proper volunteer leadership to determine the best use of the AuctionPay software, in order to have the best utilization of the product. Attend auxiliary membership and board meetings as needed. Offer advice and guidance as needed to assist with creating the best event possible, in order to meet the revenue goals of the event and support leadership development within the auxiliaries.
- Serve as an active participant on the Sponsorship Task Force. Work with assigned volunteer solicitors to engage with them and assisting them to solicit their contacts for sponsorship. Steward those solicitors and their confirmed sponsors through the event, determining and ensuring all sponsor benefits are given to the sponsor.



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- Cultivate and steward major gift donors including in-kind donors as well as assigned sponsors and solicitors.
- Act as the primary contact for businesses and organizations seeking to conduct benefit events for the agency. Maintain standards and accountabilities for such events.
- Act as the primary presenter and speaker, representing the agency at community events and fundraising events as needed.

### **Qualifications and Job Requirements:**

- **Job Knowledge:** Bachelor's degree or higher with an emphasis on business, communications, marketing, nonprofit management, or other relevant field. Five or more years of work experience in nonprofit development may be substituted for degree. Strong organization background with demonstrated ability to manage multiple tasks at one time. Experience working with print vendors and understanding of print needs, paper quality, color tones. Understanding of corporate sponsorship, in-kind giving, and volunteer management within the context of a nonprofit organization. In addition, mastery in the management of special events with a minimum of two years in an events management / lead staff role. Level 5
- **Supervision:** Supervises or directs the work of volunteers and committees on a regular basis. Monitors the work of outside vendors, contractors, or specialized volunteers in the areas of communications, events implementation, and agency archives. Will interpret events and marketing strategies across the Agency. Level 4
- **Decision Making:** Authority to make decisions regarding the appropriate use of the corporate identify program within stated guidelines and policies. Extensive decision making authority, negotiating authority and daily problem-solving on all aspects of special events. Level 5
- **Interpersonal Skills/Interactions:** Communications are externally focused. May serve as a designated spokesperson for the Agency. Internal interactions are made to gain information for contacts outside Agency programs. Interactions are regularly non-routine, complex, and require discussion and explanation. Makes formal presentations. Interpersonal skills are a significant aspect of job responsibilities, and must be highly refined (in both oral and written form). Frequently interacts with other departments, donors, prospects, volunteers, media sources, and the general public. Must be able to negotiate contracts and other complex agreements in an assertive style. Must be able to appropriately interact with people from diverse socio-economic, racial, ethnic and other cultural groups. Level 5
- **Impact:** Influences the Agency image, mission, and messages. Success in special events impacts one-third of total amount raised through department efforts. Is responsible for achieving and maintaining a cost-per-dollar raised of 30 cents or less in overall special events activities. As primary liaison with major investors,



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corporations and volunteers having an impact on the positive image of the Agency.  
Level 5

### **Additional Skills & Abilities:**

- Must be able to demonstrate advanced competency in Microsoft Office (primarily Word, Excel, PowerPoint, and Publisher), and must understand elements of website development and maintenance as well as Constant Contact and database management.
- Must be able to manage multiple priorities and projects with deadlines.
- Must be familiar with processes in electronic and print production including photography, graphic design, printing, web-based systems, writing, and editing.
- Must be able to create a high-performing team of volunteers and staff for the special events and to work effectively with people of all ages, backgrounds, and cultures.
- Must have demonstrated skill in planning and organizing around stated goals, timelines, and budgets.
- Must be, and remain current, on all applicable standards of practice, ethical guidelines, legal requirements, and government regulations relating to scope of work.
- Must have personal transportation, personal automobile liability insurance, and acceptable driving record and valid driver's license.
- Must be available to work evenings and weekends and travel within the state as required to meet with donors.
- Must be able to work whatever hours are necessary during, before and after normal business hours (including weekends) around the two main events: Black & White Ball and the Barn Bash.
- Must maintain a high level of confidentiality relating to personal information and donor records of several thousand people and organizations.

### **Physical Requirements and Work Environment:**

- Communicates with others in person, electronically, or over the phone on a consistent basis.
- Walks, stands, bends, and stoops on a frequent basis.
- Sits in front of a computer screen, keyboarding, on a consistent basis.
- Works in a cubicle where noise may be present and privacy limited.
- Visits donors in their homes and/or other off-site meetings and events.
- Lifts up to 25 lbs on an occasional basis at frequent intervals.
- Maintains a professional appearance and a clean, organized work space.