

# Special Events Coordinator

Big Brothers Big Sisters seeks a Special Events Coordinator to lead the planning and execution of various events, including fundraisers and community outreach programs. This vital role encompasses managing logistics, budgeting, marketing, volunteer coordination, and post-event analysis. The coordinator will collaborate with internal teams and report to the Chief Development Officer and Executive Director, playing a crucial role in enhancing event impact and supporting our mission of mentoring youth.

## Functions

- Special Event Planning and Logistics
- Financial and Budget Management
- Marketing, Promotion, and Partnerships
- Volunteer and Community Engagement
- Event Analysis and Compliance

### 1. Event Planning and Logistics

- Collaborate with internal teams to plan and organize special events, including but not limited to fundraisers, galas, community outreach events, and partnership celebrations.
- Manage all aspects of event logistics, including venue selection, catering, audio-visual requirements, event elements, insurance & permits, volunteers, guest management, and transportation.

### 2. Financial and Budget Management

- Develop and manage event budgets, ensuring cost-effectiveness and adherence to financial guidelines.
- Work with Bookkeeper to ensure all event income & expenses meet or exceed budget.
- Responsible for oversight of daily processing of donations.

### 3. Marketing, Promotion, and Partnerships

- Work with the Marketing team to create promotional materials, social media campaigns, and press releases to generate awareness and attendance for events.
- Identify and secure event sponsors and partners to enhance the success of events and broaden community support.
- Development of special events printed materials, press releases, and other marketing materials under the direction of the Chief Development Officer & Marketing Team.
- Be the point person for monitoring all mailing projects; Agency liaison with the USPS ensuring compliance and rates.

#### **4. Volunteer and Community Engagement**

- Recruit, train, and coordinate volunteers to assist with various aspects of events.
- Assist in developing and maintaining donor recognition programs and stewardship projects.
- Participate in organizational team-building activities. Attend all mandatory meetings.

#### **5. Event Analysis and Compliance**

- Conduct post-event evaluations to assess the success of events, gather feedback, and identify areas for improvement.
- Oversight, maintenance, and monitoring of all event dashboards, databases, and reports. Complete and submit weekly designated reports.
- Perform other duties as required by agency management.

### **EDUCATION**

Bachelor's degree in Marketing, Journalism, Communications, related field, or experience in a similar capacity

### **QUALIFICATIONS**

- Commitment to the mission of Big Brothers Big Sisters
- Excellent verbal and written communication, emotional maturity, good judgment, integrity, flexibility, resourcefulness and enthusiasm
- Experience in Event Management, Marketing, or a related field.
- Strong project management skills, adherence to timelines and due dates
- Proven experience in event planning and coordination, preferably in a nonprofit environment.
- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively in a team environment.
- Familiarity with fundraising strategies and donor relations. Professional attitude and manner
- Ability to make presentations to corporations, schools, groups and individuals.
- General knowledge of service area organizations, school systems and other community resources
- Proficient with computer programs including Microsoft Office.
- Understanding of marketing concepts such as public and media relations, marketing material concept and design, and event or presentation preparation
- Must have valid Indiana Driver's license and show proof of auto insurance.

## **SUPERVISION:**

- Reports to the Chief Development Officer
- 60 Day Review and Annual Reviews

## **SALARY AND BENEFITS**

Starting salary range: \$40,000 - \$50,000 annually dependent upon qualifications and experience

Available benefits: Health Insurance, Long Term Disability, Life Insurance, Vision Insurance, Dental Insurance & PTO after 60 Days. 401k after 90 days.

## **ACKNOWLEDGEMENTS**

**Employee:** I have reviewed this job description with my supervisor and acknowledge receipt.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor:** I have reviewed this job description with my employee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Human Resources**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_