



SPECIAL EVENTS COORDINATOR JOB DESCRIPTION

Position Title	Department	Reports to
Special Events Coordinator	Development	Director of Development
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	May 1, 2020

POSITION SUMMARY

As a member of the Development Team, the Community Assistance Center (CAC) Special Events Coordinator is responsible for achieving organization's fundraising goals through implementation of special events to benefit CAC. Primary responsibilities include identifying, planning, coordinating, and executing special events and providing support for all Community Assistance Center activities and community engagement. The Special Events Coordinator works closely with Director of Development in all development and fundraising endeavors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Work with Development Team to achieve fundraising goals
- Coordinate Major Annual Fundraising Events including Legacy Luncheon and Duck Race
- Manage events budget according to annual revenue goals
- Maintain events calendar for CAC and Community
- Identify, Coordinate, and implement special events throughout the community to support CAC fundraising activities
- Assist in appeals process and annual fundraising drives as needed.
- Support for development and volunteer projects
- Make public appearances/accept speaking engagements as assigned to share information about Community Assistance Center with the community
- Consistently demonstrate professional conduct
- Perform other related duties as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Must embrace the mission of Community Assistance Center
- Strong interpersonal and writing skills
- Experience in coordinating events
- Knowledge to efficiently manage event budgets
- Have knowledge and experience in fundraising techniques
- Ability to work with and motivate staff and volunteers
- Be self-motivated and have the ability to work independently and with a team
- Be organized and exhibit follow through on tasks and goals
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability
- Bachelor's degree
- 3+ years relevant experience preferred

- Must possess strong organizational skills; ability to manage multiple concurrent projects, prioritizing work according to needs or management directives, delegating tasks when feasible, and maintain a work pace appropriate to the workload with a positive, solution-oriented approach
- Must demonstrate excellent writing and verbal communication skills
- Ability to maintain a flexible schedule with availability to work weekends, evenings and/or holidays as needed
- Able to take initiative
- Ability to recognize and maintain confidentiality of information
- Demonstrate a positive and caring attitude; be customer-oriented in a professional, welcoming and efficient manner; value and respect others; demonstrate ethical behavior, good judgment with sound decision-making skills, reliable
- Excellent customer service skills
- Solution focused
- Excellent communicator
- Works well with a team
- Requires ability to stand and/or sit for long periods of time, walking, standing, bending, squatting, pulling and pushing; ability to lift and carry items up to 30 pounds

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Lifting, bending, standing and sitting for long periods of time

SALARY – COMMENSURATE WITH EXPERIENCE

Community Assistance Center is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.