

This job description reflects the management's assignment of essential function; it does not prescribe or restrict the tasks that may be assigned.

Special Events Coordinator

REPORTS TO: Director of Partner Relations

SUMMARY

Under minimal supervision, plans and executes logistics for the fundraising efforts of event planning, special events and community relations. Responsible for all elements of event planning for Women's Resource Medical Centers of Southern Nevada (WRMCSN) with the goal to meet the financial needs of this ministry.

ESSENTIAL FUNCTIONS

- Oversee the planning and execution of special events benefiting WRMCSN.
- Responsible for the end-to-end implementation of events, including:
 - Soliciting sponsors, silent auction items, donors, advertising and ticket sales along with volunteer coordination and event logistics for all events and fundraisers.
 - Obtaining necessary permits, contract negotiation, solicitation of donations and sponsorships, handling correspondences, creating effective promotional materials and public relations.
 - Promotion of events through telephone communication (inbound and outbound calls), visitation to businesses and churches, creation of displays, direct mail, etc.
- Responsible for events communication externally and internally.
- Responsible for the coordination of WRMCSN's church liaison program including recruitment, training, management and retention of liaisons.
- Participate in public speaking engagements for the purpose of education, increased awareness and to solicit participation in special events.
- Actively cultivate relationships with partners of the WRMCSN.
- Represent and promote a positive public image of WRMCSN.
- Administratively assist the Director of Partner Relations to:
 - Maintain the responsibility of public relations through social media, website, direct mail and other available mediums.
 - Ensure the quality of the data by managing the coding and/or segmentation of information within the database.
 - Manage the annual success of events including completing trend analyses, determining ROI, and ensuring regular upgrades to technology as needed to ensure software program is current.
- Responsible for the donor database to ensure timely input of data to track donors and financial contributions.
- Create reports for the Director of Partner Relations as requested to support development activities.

- All employees are expected to participate in fundraising and volunteer recruitment activities.
- Duties and work are often outside of typical business hours and assigned schedule, and flexibility is required.

SUPERVISORY RESPONSIBILITIES

- Develop fiscal requirements and prepare budgetary recommendations for WRMCSN events. Ensure set goals are met.
- Oversee volunteer recruitment, initial training, management, ongoing development and education and retention for the partner relations department.
 - Establish a process to regularly meet internal organizational needs by developing a volunteer leader program to support operations requirements of every area of need.
 - Develop a “skill-based” professional group of volunteers to meet the unique needs of a growing organization.
 - Report on demand fulfillment and recruitment goals quarterly and annually.
- Develop and execute metrics and reporting program, to include reporting on recruitment goals, demand fulfillment, volunteer-donor status, volunteer hours of key partners, value of volunteer hours, etc.
- Collaborate with cross departmental teams to ensure event goals are actualized.

ADDITIONAL EXPECTATIONS

- Maintain good working relationships with all staff, volunteers, donors, supporters, suppliers and members of the general public.
- Ensure that your conduct within and outside WRMCSN does not conflict with professional expectations.
- Undertake additional training as required.
- Actively support and adhere to all WRMCSN policies, procedures and processes.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE

- Bachelor’s degree in Communications, Business or related field from a four year college or university; plus two (2) years of event planning experience and/or training; or equivalent combination of education and experience.
- Proven experience in developing an effective marketing plan for events and proven results in meeting significant sales/fundraising goals.
- Proven marketing and public relations skills.
- Experience with Bloomerang or equivalent CRM management system is desired.
- Community involvement a plus.
- Must have valid driver’s license and current insurance for light to moderate local travel.
- Must be willing to complete a background check.

SKILLS & QUALIFICATIONS

- An active, growing personal relationship with Jesus Christ as Savior and Lord.

- Compassion for and commitment to providing abortion alternatives to women facing unplanned pregnancies and their unborn babies.
- Effective multi-tasking, communication, negotiation and interpersonal skills.
- Strong personal, professional and public integrity.
- A “team-mindset” to contribute to and benefit from working together with the whole ministry in order to fulfill WRMCSN’s mission.
- Solid organizational and project management skills.
- Able to manage multiple projects and deadlines and prioritize workload.
- Enjoys fast-paced environments and iterative change.
- Excellent writing skills, particularly in writing press releases, solicitation letters, and donor communications.
- Demonstrated ability to develop, manage and implement a comprehensive development plan.
- Self-starter able to also motivate staff and other volunteers.
- Articulate, compelling and experienced public speaker.
- Able to write impact reports.
- Able to effectively present information and respond to questions from pastors, potential donors, supervisors and the general public.
- Computer skill requirements include: intermediate MS Word, MS Excel, MS PowerPoint and MS Outlook and PC Adobe applications including: In Design, PhotoShop, Illustrator or Macintosh equivalent.
- Able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Able to interpret a variety of instructions provided in written, oral, diagram and schedule form.
- Able to perform work that is varied and may be somewhat difficult in character, usually involving limited responsibility, requiring frequent evaluation, originality or ingenuity.
- Exhibit a friendly attitude and be willing to give and listen to professional feedback.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move weights exceeding 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

FULL TIME / EXEMPT

POSITION: Event Supervisor

DEPARTMENT: Partner Relations

REPORTS TO: Director of Partner Relations

SUPERVISES: Volunteers

STATUS: Full Time/ Exempt

COMPENSATION: Compensation commensurate with experience.

SCHEDULE: Monday through Friday with evenings and weekends as required

HOURS: 8:30AM to 5:00PM

Supervisor Signature

Employee Signature

Date

Date