



## **Job Description**

<b>Position Title:</b>	Special Events Coordinator
<b>Employment Classification:</b>	Full-time, Hourly, Non-Exempt
<b>Reports to:</b>	Director of Marketing
<b>Department:</b>	Development
<b>Position Summary:</b>	Works with staff and volunteer leadership to assist with planning, coordinating and implementing events designed to raise funds for and to promote community awareness of Orangewood Foundation programs and services.

## **Major Areas of Responsibility:**

- Assists with planning, implementation, and production of all fundraising events including vendor relationships, budgets, and event logistics. May coordinate activities related to certain events with our third-party events management vendor.
- Provides staff support and leadership to event chairs and related committees formed to help secure sponsors and participants. Support may include keeping records, preparing meeting notices and minutes, handling correspondence and meeting with event committees.
- Ensures that all activities are being completed in accordance with the established special event timelines. Track sponsor, attendee, volunteer and staff information with meticulous detail.
- Evaluate current business processes around events and incorporate best practices to increase the efficiency of our events operations
- Assists in performing regular administrative duties in a timely and efficient manner; including but not limited to recording and tracking donor contracts and payments, reviewing and submitting event related invoices for payment, writing acknowledgement and thank you letters, assembling donor solicitation packets, creating and updating donor/program related forms, researching both monetary and in-kind funding sources, writing solicitation letters, executing mass mailings.
- Works at special events including preparation, set-up, execution and tear-down.
- Works with the Marketing Department to develop materials related to events including external communications, printed event materials (including but not limited to signage, programs, nametags, etc.) and event scripts in accordance with the event timelines.
- Coordinates work with external and internal audiences. Develop, seek out, and maintain relationships with vendors, volunteers, staff and donors.
- Train and work with volunteers, clients, guests, and other employees in a courteous and respectful manner at all times while maintaining a cooperative atmosphere for everyone.
- Represents Orangewood Foundation in a positive manner at all times, including working with staff, volunteers, and vendors.
- Additional assignments required to fulfill the Mission of Orangewood Foundation.

**Work schedule will typically be 8:30am – 5:00pm Monday-Friday and requires occasional evenings and weekends as needed to support the needs of Orangewood Foundation.**

**Knowledge, Skill and Experience Requirements:**

- 1-3 years of special events experience, nonprofit events preferred.
- Fundraising experience/progressive experience in successful development programs and knowledge of “best practices” in development is desirable.
- Ability to relate well and work effectively with multiple constituencies and audiences.
- Excellent verbal and written skills.
- Highly organized and detail oriented to manage event timelines and deliverables.
- Ability to work under strict deadlines.
- A team player committed to working within a collaborative environment and to ensuring the highest quality experience for our donors and volunteers.
- Knowledge of office systems such as MS-Office and the Raisers Edge database system.
- Bachelor’s degree preferred

**Essential Qualities:**

- Understanding of and strong commitment to the organization’s mission and vision
- Exemplifies organizational core values of trust, respect, and compassion
- Ability to work with a variety of constituents in a courteous professional manner

**Working Environment/Physical Requirements:**

Primarily an office job. Occasional driving to meetings/trainings (must possess a valid driver’s license and proof of automobile insurance). Physical requirements include standing, sitting, typing, bending and lifting up to approximately 15 lbs.

*Orangewood Foundation is an Equal Opportunity Employer.*