

## **BIVONA CHILD ADVOCACY CENTER**

### **POSITION DESCRIPTION**

**POSITION TITLE:** Special Event Coordinator

**DATE PREPARED:** January 2010

**FLSA STATUS:** Part time, non-exempt

#### **GENERAL DESCRIPTION:**

This position is responsible for the coordination of Bivona Child Advocacy Center's (BCAC) sponsored and community sponsored fund-raising events and oversight and coordination of agency-wide donor acknowledgments.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Support Special Events Manager in the organization and implementation of BCAC's fund-raising events, annual conference and third party (community sponsored) events.
- Participate on special event committees and other related meetings as assigned; assist committee members in accomplishing objectives; responsible for distributing agendas and documenting meeting minutes.
- Assist in solicitation of companies and organizations for contributions of money, materials and products for fundraising events.
- Assist with the inventory, storage, and purchasing of special event materials and supplies.
- Coordinate with Special Events Manager and Bookkeeper in the follow up of accounts receivable
- Issue appropriate thank you letters for donated items, monetary donations, registration payments, and ticket purchases for all BCAC activities.
- Oversee the collection, computer input and organization of in-kind donations.
- Assist with the creation, editing, production, and distribution of all special event related materials.
- Maintain all record keeping for special events including input and maintenance of special event/donor information for database and production of statistical reports.
- Work in close collaboration with Special Event Manager to ensure adequate and appropriate volunteer support for special events.
- Maintain system for tracking volunteer activities.
- Assist in making routine updates and maintenance to agency website.
- Implement BCAC's social media strategy to bring awareness to the agency, fundraising events and overall mission.
- Conform with and abide by all regulations, policies, work procedures, and instructions.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree preferred and a year of event management and/or fundraising experience; or 4-5 years of experience in event management and/or fundraising.

## **SKILLS, KNOWLEDGE, AND ABILITIES**

- Demonstrated knowledge of and experience in special event management
- Demonstrated knowledge and experience in volunteer coordination
- Ability to develop and sustain productive working relationships with individuals, businesses and organizations
- Excellent interpersonal skills
- Excellent computer skills and knowledge of software systems including Microsoft® Office and database software
- Detail-oriented and organization skills required
- Excellent verbal skills
- Excellent written skills as demonstrated by writing samples
- Ability to work flexible hours including evenings and weekends

## **ORGANIZATIONAL STRUCTURE**

Position reports to the Special Events Manager

This job description in no way implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.