



Children's Advocacy Center of Benton County Job Description

Position Title: Event Coordinator

Reports to: Director of Development

Position Description: Plans, coordinates and markets special events. Responsible for raising money through sponsorships and event participation. Develops and implements successful strategies for increasing revenue and event participation; secure new corporate sponsors and develop plans to explore new revenue opportunities. Assists in developing and nurturing a volunteer network of groups and/or individuals in support of events and in-kind needs in conjunction with the Development Associate. Develops and executes on going public and community relation strategies and tactics to promote the mission and work of the Children's Advocacy Center of Benton County.

Responsibilities (may include but are not limited to):

- Produce detailed proposals for events (e.g. Timelines, venues, suppliers, legal obligations, staffing and budgets)
- Work with Director of Development to develop and manage event budgets
- Administer event specific (Glow Run, Cherishing Children Dinner and Sweetest Day) Sponsorship Program in support of annual fundraising events to include: helping to develop collateral, prospecting, securing commitments and fulfillment.
- Collaborate with Director of Development to ensure fulfillment of sponsorship benefits.
- Attend networking events, join networking organizations and promote the support of CAC via these networks.
- Attend event committee meetings to engage members to recruit new sponsors, vendors, etc.
- Develops and manages event organization structure and procedures, income and expenditures, community relations, service and promotion
- Works with Director of Development to coordinate contract negotiations with groups and venues, negotiating contracts with service providers and suppliers such as caterers, hotels, attractions, venues and agencies
- Recruitment and development of corporate partners
- Steward event specific sponsors/vendors pre-, post- and during the event
- Assist with other special event duties as assigned
- Solicits, secures, and grows sponsorship relationships for each event
- Monitors expenses with respect to budget and recommend areas for cost-savings
- With support from the Director of Development, recruits committee Chairs
- Assist Development Associate with recruitment and management of special event volunteers (internal and external)
- Prepares and sends timely communications such as save-the-date notices and invitations and works with media marketing vendors to develop advertising materials and marketing plans
- Attends all events and acts as the key contact to ensure success
- Develops and maintains positive working relationships with other agencies, corporate sponsors, individual donors and community organizations to further promote CAC
- Attends local community events to raise awareness of CAC and obtain local support for solicitation opportunities
- Prepares timely thank-you notes to speakers, sponsors, and key volunteers after events
- Conducts post-event evaluations and debriefs to determine how future events can be improved

- Assists with third-party fundraising activities
- Assists with and coordinates community events

Qualifications and Skills: Minimum of Bachelor's Degree in business administration or similar field and minimum of two years' experience in a mid-level fundraising position. Excellent oral, written and organizational skills with exceptional attention to detail and strong interpersonal skills. Ability to work independently and as part of a team. Sound computer skills including word processing and database management. Ability to work flexible hours including some evenings and occasional weekends. Must have a valid driver's license along with a safe motor vehicle record, plus an automobile to carry out job duties. Ability to lift a minimum of 20 lbs. Individual must be committed to the vision, mission and purpose of the organization and a willingness to remain knowledgeable of issues related to child abuse. Must also pass criminal and child maltreatment background checks.

Salary commensurate with experience

Exemption Status: Non-Exempt

CAC Core Values: Compassion, Teamwork, Integrity, Excellence, Humility
Mission: Empowering Children to find their Voice Vision: Eliminate Child Abuse

Forensic Interviewing Mission: To provide an opportunity for a child to disclose about maltreatment in a neutral, fact-finding interaction with a specially-trained interviewer while utilizing a multi-disciplinary team approach.