



## 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)
- Monitors expenses with respect to budget and recommend areas for cost-savings
- 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 Development Director to ensure fulfillment of sponsorship benefits.
- Attend local community and networking events, join networking organizations and promote the support of CAC via these networks to obtain local support for solicitation opportunities.
- Attend event committee meetings to engage members to recruit new sponsors, vendors etc.
- Attend Chamber of Commerce events
- Responsible for securing 60% of sponsorship goals for all 3 signature events.
- 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.
- Solicits, secures, and grows sponsorship relationships for each event.
- With support from the Director of Development, recruits committee Chairs
- Assist Development Coordinator 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
- 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

- Liaise with and support third party fundraising initiatives
- Assists with and coordinates community events
- Other duties assigned by Director of Development

**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