

## Position: Coordinator of Special Events

## Supervisor: Vice President of Development and Marketing

### Position Description:

This position is responsible for coordinating and implementing cost-effective fundraising events that meet fundraising goals. The Coordinator of Special Events works closely with the board of directors in planning and executing fundraising events. This position has responsibility for building volunteer support of event, corporate participation, and sponsorships. This position also works with PADV staff to provide logistical and planning assistance to program events including Teen Summit and Candlelight Vigil.

### Roles and Responsibilities:

- Work with the Vice President of Development and Marketing, and the PADV Board of Directors to raise a minimum of \$750,000+ annually through PADV special events including: annual gala, golf tournament, luncheons and other events identified and developed by the agency.
- Working cross-departmentally to provide logistical and planning assistance to program events including Teen Summit and Candlelight Vigil.
- Build and maintain a positive working relationship with Board members and other Senior Volunteers to facilitate the success of fundraising events.
- Develop and maintain working relationships with individuals, corporate partners and organizations facilitate and strengthen agency fundraising.
- Actively participate in securing new sources of revenue and sponsorships as well as retain and/or increase veteran sources.
- Develop overall plan and implementation for special events, including expense budget, timelines, volunteer roles and responsibilities, need for, identification of and role of outside vendors.
- Serve as the liaison and contact person for event vendors, managing with them all the details specific to each vendor.
- Oversee event costs on an ongoing basis, immediately notifying supervisor of any unexpected, non-budgeted, or out of budget costs before costs are incurred.
- Orient, train and provide ongoing follow-up to senior level volunteers involved with event planning and implementation.
- Respond in a timely, detailed and comprehensive manner to all requests for assistance from senior level volunteers.
- Provide leadership to all event volunteer committees to ensure that committee members are fully supported in accomplishing the tasks required for successful event.
- Develop job descriptions for any agency volunteers participating in events.
- Work closely with the Volunteer Coordinator to integrate agency volunteers into events as needed.
- Prepare and maintain accurate records/data to evaluate cost-effectiveness, profitability and status of events.

### Minimum Qualifications:

- Bachelor's degree in related field.
- Minimum of three years experience in special events planning and implementation, preferably in the non-profit sector, with demonstrated success in meeting fundraising goals.
- Experience developing, cultivating and managing relationships with multiple donor sources.
- Excellent written and oral communication skills.
- Experience with and strong skills in developing and designing event promotional materials.
- Experience with and strong skills in designing and developing signage, power point and other print and visual components needed for event implementation.
- Ability to track and manage event expenses, staying within expense budget.
- Ability to understand and analyze financial goals and fundraising reports.

- Ability to generate all event required reports in a format easy to understand and use.
- Personal transportation facilitating extensive travel required for event planning and oversight.
- Ability to work all hours including business day, evening and weekend schedule.
- Ability to work independently without close oversight.
- Ability to build positive, professional and effective working relationships with all members of the PADV staff, board members, senior level volunteers and program volunteers.  
productively engage with others at varying levels of seniority within and outside PADV.
- Positive attitude with high energy and passion for PADV's mission.
- Customer-focused approach to fundraising, donor cultivation, and senior volunteer level support.
- Working knowledge of Raiser's Edge