

February 2024

SPECIAL EVENTS COORDINATOR

Job Description

Summary: The Special Events Coordinator increases the capacity of the Memphis Child Advocacy Center (CAC) to serve children impacted by abuse by planning and executing fundraising events and special projects. This full-time position is a key member of the CAC's development team. They engage valuable volunteer committees and community support to execute multiple major fundraising events per year, as well as other unique events included in the annual development strategy. This position reports directly to the Director of Development.

Key responsibilities:

Events 80%

Leads the short and long-term planning and execution of annual CAC fundraising events, including Works of Heart, Gala, and other special events hosted by the Memphis CAC. Includes budget, marketing and communication plan, audio-video components, sponsor and guest coordination, volunteer and committee management, and other aspects of events. Represents the CAC as the key team member at special events (preparation, set-up, event execution and break-down). Establishes event goals reflective of steady revenue growth.

- Manages in-kind donation solicitation. This includes in-kind event support from the local business community, regional artists, vendors, corporate partners, individuals, and affinity groups.
- Works with long-standing volunteer event committees to meet event execution and fundraising goals. Manages event committee objectives with guidance from the Director of Development and Executive Director.
 - Offers proactive and responsive support to event committees, ensuring all committee members understand their roles and responsibilities and have what they need to be successful in their role.
 - Schedules and manages event committee meetings, prepares agendas, records meeting minutes, maintains and distributes accurate reports on planning, progress, and next steps.
- Proactively maintains accurate event data and information in centralized database and produces useful reports for leadership and committee updates.
- Responsible for event silent auctions including soliciting individual donations and creating silent auction packages. This includes maintaining meticulous records of each donation, donor information, auction packages, and creating item descriptions for the items.
- Maintains and consistently updates event timelines, expense reports, action items and challenges identified that may impede event success.
- Responsible for leading internal meetings with CAC team members involved in the planning and execution of core events, providing regular updates to leadership team and event committees.
- Works closely with the Director of Development on cultivation of new and stewarding existing event sponsors. Responsible for maintaining detailed reporting on high value supporters to streamline sponsorship solicitations.
- Works with the leadership team to plan and execute on-site tours and receptions for strategic partners, high-value supporters and prospects, elected officials, and other groups identified throughout the year.
- Provides event planning support for annual donor appreciation efforts, Honors Day, Annual Memorial Flagraising, and other events that align with the Memphis CAC strategic plan.

Community In-Kind Giving 20%

Responsible for managing year-round community donation program with guidance from Director of Development and Child and Family Services Director.

- Leads in-kind donation drives that support the needs of the Child and Family Services team. Works with leadership to solicit and receive in-kind donations based on the needs of the clients and families we serve.
- Identifies volunteer needs and manages annual calendar for supporting in-kind donation management.
- Executes annual appreciation campaigns for all volunteers and in-kind donors.

Supervision received from: Director of Development

Classification: Exempt

Position qualifications: BA/BS degree required. Minimum 2 years professional work experience in planning and/or executing special events, project management, sales or related fields. Proven project management skills, leveraging tools and technology to maintain impeccable organization. Commitment to gracious and responsive customer service with all stakeholders, including staff, donors, volunteers, committee members, and board of directors.

Communicates complex operational directives clearly. Works effectively on multiple projects simultaneously, sometimes with competing deadlines. Documents work and ensures information flows to the right people at the right time.

Demonstrates excellent people skills, including customer service and leadership skills. Detail-oriented with commitment to responsive follow-up with all event related matters. Excellent written and oral communication skills.

Ability to prioritize quickly and function effectively in a team environment. Experience delegating work to groups of people and establishing expectations/accountability for the delegated assignments. Sets deadlines and maintains annual event timelines.

Database experience a plus. Must have a commitment to documenting data in a centralized CRM, moving away from maintaining crucial event data in manually updated spreadsheets. Proficient in Microsoft Office Suite ability to work effectively with diverse groups of stakeholders. Willing to work occasional nights and weekends related to job responsibilities.

Must have transportation and a valid driver's license. Occasional nights and weekends are required, especially in the weeks before, during, and after events. Must be able to lift 40 lbs. Candidates must submit to a criminal background check.

Preferred: Knowledge of event planning best practices and project management tools. Experience with managing volunteers and volunteer committees. Local networking involvement. General knowledge of philanthropic organization structure. Technology curiosity.

Training Requirements: Self-paced database training required within 90 days. A minimum of 12 hours in-service training is required. Attendance at conferences and workshops may be included as part of the 12-hour minimum. Six hours of the annual training must be provided by sources outside of the agency. Three hours of cultural competency training is required annually.

Compensation Range: \$45,000 – \$55,000 annually, based on experience.

Applications will be accepted until March 11, 2024 or when final candidates are identified. Send cover letter, resume and list of 3 professional references to Kristyn Martin, Operations Manager, at apply@MemphisCAC.org with the subject line: Special Events Coordinator.

*The Memphis Child Advocacy Center serves children who are victims
of sexual and physical abuse through prevention, intervention, and education.
Our vision is a community where children are safe, families are strong, and victims become children again.*

The Memphis Child Advocacy Center is an equal opportunity/equal access employer.