

SPECIAL EVENTS COORDINATOR

Position Description:

The Special Events Coordinator reports directly to the President. This role oversees all special events for the organization, including annual fundraising events. In addition to the President, the coordinator works directly with the Development and Program team members, donors, board members, volunteers, clients and suppliers/vendors.

This position is a key member of the Development Team, ensuring that all events achieve their goals while staying within the determined budget and timeline while also ensuring all rental clients receive premier customer service.

Primary Duties and Responsibilities:

- Fundraising events:
 - Create, develop and manage all fundraising events (current annual events include (subject to change): State of JA Ribbon Cutting, Limited Partnership Dinner, JA Bowl-A-Thon, JA World Uncorked+Crafted, JA Business Hall of Fame, Spark Tank Finale, Marti Huizenga Roll Up Your Sleeves Awards)
 - Manage all aspects of the fundraising events including the leadership committee, marketing/PR, budgeting/financial documentation, silent/live auctions, entertainment, logistics, staffing, volunteers, décor, insurance, guest lists, A/V, program development, etc.
 - Manage staff members serving in key roles relating to the success of the events – CEO, Development Team, Marketing Manager, Facility Director, etc.
 - Recruit, train and recognize event volunteers.
 - Serve as liaison to special event committees and help recruit committee members.
 - Provide post-event evaluation and suggestions.
 - Work with Marketing Manager to ensure assigned events are promoted in timely and effective manner, before, during and after event dates.
 - Ensure accurate financial records by following all Accounting Policies and Procedures.
 - Communicate with vendors to negotiate best possible pricing and partnerships.
 - Reevaluate all aspects of annual events and refresh areas as needed to keep events current and exciting.

Knowledge, Skills, and Abilities:

- Strong communications skills (written/verbal)
- Ability to manage projects
- Ability to execute a plan

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- Ability to work in donor database systems
- Ability to handle several projects simultaneously in a dynamic, deadline-driven, team-oriented environment
- Interpersonal savvy to deal with high level donors, rental representatives, other external contacts
- Highly organized
- Results/action and solutions-oriented
- Organizational and political agility
- Unquestionable personal code of ethics, integrity, diversity and trust
- Self starter; ability to anticipate next steps; proactively take actions necessary to produce results
- Ability to multi-task; ability to take responsibility for a diverse number of projects and to complete them in a timely manner with limited supervision
- Ability to research and analysis skills
- Resourceful; creative problem solver
- Ability to help create the desired organizational culture
- Build trust internally and externally, and project a professional image
- Discretion to handle confidential information

Experience and Qualifications:

- Bachelor's degree preferred
- Proven track record of event management
- Proficient in Microsoft Office Suite
- Experience with donor databases; BCRM experience a plus
- Experience in customer service best practices

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To apply, please send resume with a cover letter outlining your qualifications, salary requirements and why you're interested in the job. Send to cbarto@juniorachievement.com No phone calls please.

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