



**JOB DESCRIPTION**

<b>Position Title:</b> Special Events Coordinator/Manager	<b>Job Code:</b>	<b>Overtime Status:</b> Exempt    Non-exempt
<b>Department:</b> Special Events	<b>Location:</b>	
<b>Reports To:</b> Executive Director	<b>Number of People Supervised:</b>	

**POSITION PURPOSE**

To provide support to Executive Director, Board of Directors and special fundraising committees to achieve special event goals.

This position has primary responsibility for planning and executing the **Dream Builder’s Auction** and the national model for **Bowl for Kids’ Sake**.

The Special Events Coordinator/Manager also participates, as needed, in all resource development activities and events.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (IN PRIORITY ORDER)**

- To plan, coordinate and implement all special fundraising events:
  - Bowl for Kid’s Sake – engage corporations, individuals and community in Bowl for Ki&d’s Sake fundraising through recruitment of teams.
  - Annual Dream Builder’s Auction in Fall.
- To coordinate all aspects of event preparation
  - Securing volunteer hosts or venue as needed, working with on-site contact (volunteer or staff).
  - Creating and tracking event costs and budget.
  - Creating, seeking approval, producing and sending invitations for all events, tracking responses.
  - Manage and maintain all event databases and software including; Maestro soft auction software.
  - Creating event timeline and/or agenda.
  - Coordinating all event logistics including food and drink, ancillary materials, creating seating assignments, procurement of silent and live items and sponsorships.
  - Working with leadership to create message to be delivered and briefing materials on attendees.
- To staff all events, as requested by leadership
  - Acting as first-line trouble shooter at all events.
  - Greeting attendees, answering questions, actively participating in event as needed.



- To create and execute follow-up strategy after each event.
  - Creating thank you for appropriate representative to host, venue, etc...
  - Handle all billing and cost-analysis.
  - Providing Executive Director with suggested follow-up steps with attendees, as needed.

All other duties as assigned

### EDUCATION & RELATED WORK EXPERIENCE

#### Education Level: (minimum & preferred educational requirements necessary to perform this job successfully)

- Bachelor's degree preferred.

#### Years of Related Work Experience : (minimum & preferred related work experience necessary perform this job successfully)

- Must be able to work well with other staff and deal with people tactfully.
- Good organizational skills and a high degree of accuracy are required at all times.
- Confidentiality agreement required, able to deal with sensitive material with proper discretion.
- Experience with standard business software and office equipment.
- Able to effectively manage time and handle multiple projects simultaneously.
- Previous experience with diverse populations preferred.
- **Experience:** Successful applicant must have 3 or more years of experience in event planning, professional fundraising, grant writing, community relations, or related position in a nonprofit.
- **Availability:** Part-time, 20 hours a week, must be flexible and willing to work some evenings/weekends.
- **Education/Training:** Preferred: Bachelor's Degree in communications, journalism, marketing, social work, or related field.
- **Technology:** Proficient in computer use, including Microsoft Windows programs such as MS Word, Excel, Outlook, Adobe, Publisher, Page Maker, PowerPoint, Access and/or other donor database or development/grant management software. Experience with social networking applications such as Facebook, Twitter, etc.
- **Licenses/Certification:** Must possess a car for work travel (15-20% of time), Valid WA State Driver's License and submit WSP drivers abstract, must pass background check, and have state minimum vehicle insurance.

### WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

#### (Describe any specific work place conditions and/or physical abilities that are related to and/or required by this job)

- The ability to travel and work outside regular business hours, including some evenings and weekends
- The ability to be able to lift up to 20lbs



## **YMCA Competencies**