



Job Description

Job Title:	Events Coordinator
Responsible to:	President
Responsibilities:	Develop resources to enhance the mission, delivery of services, and people impacted by the Helpline Center.

The Events Coordinator is responsible for the management and coordination of fundraising events at the Helpline Center. Additionally, this position is responsible for the implementation of the marketing plans and the maintenance of the website for the Helpline Center. This position develops sponsorship/trade/business arrangements and relationships with businesses, individuals and organizations interested in supporting the Helpline Center's events and activities. This position will work in coordination on other projects as assigned by the President, other office staff and volunteers in attracting funding for the Helpline Center.

Qualifications

Prefer a minimum of 2 to 4 years experience in paid special events. Evidence of successful event, sponsorship, marketing, public relations, website and business development/relationship programs required.

Education

Graduation from a 4-year college or university required. A 2-year degree with a minimum 5 years related work experience, preferably with a nonprofit organization, may substitute. Event, communication, marketing and/or public relations experience desirable.

Job Duties & Responsibilities

A. Special Event Coordination

- Planning, implementation and follow-up for special events including multiple Step Forward to Prevent Suicide Walks and the Helpline Center Open.
- Develop and maintain event software and databases.
- Manage all aspects of volunteer committees and volunteer coordination, including but not limited to, staffing, recruitment, supervision, training and acknowledgement.
- Coordinate event logistics, publicity, including public relations, advertising and collateral material design, production and distribution.
- Responsible for the development and fulfillment of the events budgets.
- Responsible for in-kind donation solicitations for each event.
- Cultivate and expand sponsorship development and fulfillment.

- Cultivate and implement with the President a business-based donor development program.
- Coordinate logistics of events.
- Send thank you notes to all agency donors in a timely manner.
- Write, submit and follow-up to ensure placement on media releases and stories to established contacts with local and regional media.
- Maintenance of website.
- Maintain and broaden social networking to benefit the organization.
- Actively participate and staff committees as necessary and appropriate.
- Assist the President and Vice President in other fundraising programs or grants as necessary.

B. Professionalism

1. Support and carry out the mission of the agency.
2. Develop and maintain close relationships with various constituencies within the community.
3. Be involved with the community at large and appropriate professional organizations.
4. Follow agency policies, including personnel and programmatic.
5. Participate in the agency, demonstrate team participation and a work place philosophy that enriches staff's ability to reach goals and provide a high level of customer service.
6. Develop professional and personal growth through opportunities and involvement.

C. Additional Duties

1. At times, staff will be required to perform additional duties beyond those specified. Management retains the discretion to add or to change the duties of the position at any time.

Other Skills and Abilities

Position requires demonstrated applied skills in word processing, website maintenance and other computer software, including but not limited to, Microsoft Office (Word, Excel and Power Point) and the ability to learn fund raising, design and management computer software programs. Ability to work without direct supervision in a small office environment is required.

- Possess excellent organizational, written and verbal communication skills. Outgoing and comfortable with people.
- Passion for mission of the Helpline Center.

Hours: Full Time Exempt

Date: October 2015