

# GREAT FUTURES START HERE.



**Job Title:** Special Events Coordinator

**Salary:** Competitive Pay

**Benefits:** Benefits' package includes Medical, Dental, Vision, 401k Plan, and more.

**Hours:** 40 hours per week; exempt employee

**Reports to:** Vice President of Development

**Location:** Corporate Office

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## 1. POSITION SUMMARY

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The Boys & Girls Clubs of St. Lucie County takes changing the lives of youth to heart. We go above and beyond to ensure that every youth that walks through our doors has a world class club experience that provides them with the opportunity for a **GREAT FUTURE!**

The primary functions of the Special Events Coordinator will be to generate fundraising income and public awareness of Club programs and services through special events for volunteers, donors, community leaders, parents, members and other constituents.

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## 2. DUTIES AND RESPONSIBILITIES

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The duties and responsibilities are, but not limited to, the following:

- Identify major fundraising events for the year; recommends timing for events and prepares project timelines and budget for each event.
- Design, promote & manage special events that focus awareness on Club activities, engage community support, and generate revenues. Manages all on-site logistics. (ie: staff schedule, training, registration, cashing in/cashing out procedures etc..).
- Recruits committee members; hosts committee meetings and ensures that each committee is on target to deliver the necessary results.
- Responsible for securing sponsorships, auction items, and other needs for special events.
- Research & Process all invoices and payments for costs/revenue related to each special event.
- Manages all wrap-up activities after each event (ie: final donor transactions, donor acknowledgements, sponsor recognition).
- Work closely with the Marketing Director on all collateral and promotional needs for special events (ie: design/ storyboards, print, mailings, radio, tv etc...)
- Works closely with the Director of Community Outreach for events, projects and volunteer coordination.
- Initiate and manage logistics of 3<sup>rd</sup> party Fundraisers and "Friendraisers"

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## OTHER DUTIES & RESPONSIBILITIES

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- Designs reports upon request for the Vice President of Development
- Attends and takes minutes at Special Events Committee Meetings.
- Other duties/projects as needed
- Occasional nights & weekends required

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## 3. QUALIFICATIONS

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## **BACKGROUND SCREENING**

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- Must submit to and pass Level 2 background screening through the Florida Department of Children & Families.
- Must pass pre-employment drug test

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## **CERTIFICATIONS**

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- None specified

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## **EDUCATION / EXPERIENCE**

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- Bachelor's degree from an accredited college or university preferred in a related field (preferably Marketing, Public or Community Relations, Event Planning)
- A minimum of three years' work experience in a non-profit agency setting, specifically in the fundraising field, sales/marketing, or equivalent experience

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## **SKILLS/KNOWLEDGE**

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- Must have positive work ethic, attention to detail, strong initiative and be reliable
- Ability to work independently without supervision, and with a team or board members
- Adjust direction and priorities within a fast paced and multi-faceted work environment
- Proven ability managing multiple priorities; strong organization, detail and process management orientation
- Working knowledge of office equipment
- Strong proficiency with computers, desktop publishing, data base entry and full Microsoft Office suite, email, and internet
- Ability to read, analyze, and interpret data and information and apply appropriate judgment
- Ability to handle confidential information with discretion; High level of professionalism and diplomatic etiquette
- Above average interpersonal skills; ability to work with and through people at all levels to accomplish goals
- Ability to retain information and utilize critical thinking skills
- Must be a self-starter and demonstrate an ability to learn quickly
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Passion for providing extraordinary customer service; company brand ambassador
- Honed analytical skills, and demonstrated ability to provide insight and guidance
- Strong oral and written communication skills
- Effectively manages multiple priorities, as well as effective organizational and time management practices
- Self-starter with the ability to work in a fast-paced environment with critical deadlines
- Ability to interact with all levels of management and team members
- Experience managing client and vendor relationships
- Experience project manager with excellent follow through skills
- Ability to thrive in a fast-paced, team environment
- Superior oral, written, and presentation skills
- Culturally astute and sensitive, while being able to confidently ask the right questions
- Think analytically and produce written reports

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## **TRAVEL**

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Some travel may be required for training and/or other business purposes.

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## **4. WORKING CONDITIONS**

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Fast paced work environment; flexibility to working schedules may be required due to changing business demands. General office conditions is the standard work environment (standing, sitting, and walking). ). Boys & Girls Clubs of St. Lucie County is an equal opportunity employer and a smoke, drug and alcohol free workplace.

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## **5. PHYSICAL DEMANDS:**

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- The usual and customary methods of performing the job's functions require the following demands: some lifting, carrying, pushing and/or pulling, stooping/kneeling, reaching with hands and arms, and finger dexterity.
- This position requires extended talking, listening, sitting, walking, and standing; computer viewing, and keyboard entry. Regularly lifting up to 25 pounds.
- Daily operation of personal motor vehicle relevant to carrying out job duties is required for this position.
- Ability to think strategically and ability to sit for more than four hours per day.

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## **6. OTHER**

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Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time with or without notice.

# SPECIAL EVENTS COORDINATOR JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received, reviewed and fully understand this revised job description for the Special Events Coordinator. I further understand that I am responsible for the satisfactory execution of the job duties & responsibilities described therein. Should I have any further questions, then I will contact my immediate supervisor.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_