



JOB DESCRIPTION

Position Title: Special Events Coordinator	Job Code:	Overtime Status: Exempt Non-exempt
Department: Fund Development	Location: 1176 Robert T. Longway Blvd. Flint, Michigan 48503	
Reports To: Development Director	Number of People Supervised: 1	

POSITION PURPOSE

To provide support to direct-line fundraisers within the development program.

This position has primary responsibility for planning and executing the national model for **Bowl for Kids' Sake and Golf Fore Kids' Sake**.

The Special Events Coordinator/Manager coordinates fundraising events including third party fundraisers and also participates, as needed, in grant writing and major gift strategy sessions for past and current major gift donors, helping the development department identify and implement strategic engagement opportunities. The position will also assist with coordinating agency-sponsored activities for program participants.

ESSENTIAL DUTIES AND RESPONSIBILITIES (IN PRIORITY ORDER)

- To provide support for all special events:
 - Definition of needs and event purpose and goals
 - Definition of pool of potential attendees, target audience
 - Definition of core message and supplemental materials needed
- 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
 - Creating event timeline and/or agenda
 - Coordinating all event logistics including food and drink, ancillary materials, creating seating assignments, as needed
 - Working with leadership to create message to be delivered and briefing materials on attendees



<ul style="list-style-type: none"> To staff all events, as requested by leadership <ul style="list-style-type: none"> Acting as first-line trouble shooter at all events Greeting attendees, answering questions, actively participating in event as needed
<ul style="list-style-type: none"> To create and execute follow-up strategy after each event <ul style="list-style-type: none"> Creating thank you for appropriate representative to host, venue, etc... Handle all billing and cost-analysis Providing development staff with suggested follow-up steps with attendees, as needed
<ul style="list-style-type: none"> To actively participate in major gift strategy sessions for past and current donors To research grant opportunities and work with management team to develop quality, outcome-based proposals
All other duties as assigned

EDUCATION & RELATED WORK EXPERIENCE
Education Level: (minimum & preferred educational requirements necessary to perform this job successfully) High School Diploma
Years of Related Work Experience : (minimum & preferred related work experience necessary perform this job successfully) 2+ years of development experience or transferable skills Knowledge of cultivation, solicitation and stewardship strategies and successful implementation of fund development processes

SKILLS AND KNOWLEDGE		
	Required	Preferred
Excellent communications skills emphasizing the ability to listen and hear others;	X	
Demonstrated integrity	X	
An articulated belief in the mission of BBBS		X
<ul style="list-style-type: none"> The ability to travel and work outside regular business hours, including some evenings and weekends 		

Equal Employment Opportunity

BBBS provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act



Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBS may change the specific job duties with or without prior notice based on the needs of the organization.