

Events Coordinator

Reports to: Executive Director

Supervises: Volunteers

Interacts with: Board, volunteers, other staff members, community

Summary of Duties: This position is responsible for the planning and implementation of two major fundraising events, the themed Gala & Auction (April), and the Care4 5K Breast Cancer Walk/Run (October). Other annual events include a volunteer appreciation and our staff retreat. In addition, other smaller events may occur.

Primary Duties:

- Organize all phases and details of the major events including managing timelines, scheduling venues, menus, vendors, DJ and entertainment
- Work with Volunteer Director to recruit Care4 race committee and organize race and Gala volunteers to assist with all phases of the events
- Procure donations of food products for race and items for silent auction
- Work with ED and Development Coordinator for publicity and marketing for the event
- Responsible for follow up from the events including thank you's, post event publicity, updating timeline, and clean-up of event supplies
- Communicate fully with the ED regarding progress of the events
- Work with other members of the team to ensure excellent communication of duties and tasks

Secondary Duties:

- Ensure that all information regarding the event is properly entered into the appropriate computer systems (Blackbaud & Gesture)
- Produce reports on the various aspects of events with the focus on improvement
- Identify trends which can add to the improvement of income from the event, as well as enhancing the enjoyment of the event
- Identify new events not yet known of in McHenry County

Skills:

Strong interpersonal skills

Strong team player

Requires excellent communication skills including recruiting

Good computer skills

Excellent organizational skills and detail oriented

Self- motivated, can work independently and is flexible

Ability to see projects through to completion

Ability to lift and transport event supplies