



This job description reflects the management's assignment of essential function; it does not prescribe or restrict the tasks that may be assigned.

EVENT COORDINATOR

REPORTS TO: Development Director

SUMMARY

Under minimal supervision, plans and executes logistics for the fundraising efforts of event planning, special events and community relations. Responsible for all elements of meeting and event planning for WRMCSN with the goal to meet the financial needs of this ministry.

ESSENTIAL FUNCTIONS

- Duties and work are often outside of typical business hours and assigned schedule, and flexibility is required.
- Responsible for soliciting sponsors, donors, advertising, ticket sales, volunteer coordination, event logistics for all events and fundraisers.
- All employees are expected to participate in fundraising and volunteer recruitment activities.
- Oversees the planning and execution of special events benefiting the WRMCSN.
- Arranges and disseminates all details, including: obtaining necessary permits, contract negotiation, solicitation of donations and sponsorship, handling correspondence, creating effective promotional materials and public relations for events.
- Responsible for the promotion of events through telephone communication (inbound and outbound calls), visitation to businesses and churches, creation of displays, direct mail, etc.
- Responsible for the coordination of church liaison program including recruitment, training, management and retention of liaisons.
- Participation in public speaking engagements for the purpose of education, increased awareness and to solicit participation in special events.
- Actively cultivate relationships with partners of the WRMCSN.
- Represent and promote a positive public image of WRMCSN.
- Administratively assist the Development Director in maintaining the responsibility of public relations through social media, web-site, direct mail and other available mediums.
- Responsible for the donor database to ensure timely input of data to track donors and financial contributions.
- Administratively assist the Development Director to ensure the quality of the data by managing the coding and/or segmentation of information within the database.
- Create reports for the Development Director as requested to support development activities.
- Administratively assist the Development Director in the management of regular upgrades to technology as needed to ensure software program is current.

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SUPERVISORY RESPONSIBILITIES

- Oversee volunteer recruitment, initial training, management, ongoing development and education and retention. Significantly increase the number of volunteers, the number of hours and retention rate.
- Establish a process to regularly meet internal organizational needs by developing a volunteer leader program to support operations requirements of every area of need.
- Develop a “skill based” professional group of volunteers to meet the unique needs of a growing organization
- Report on demand fulfillment and recruitment goals quarterly and annually.
- Develop and execute metrics and reporting program, to include reporting on recruitment goals, demand fulfillment, volunteer-donor status, volunteer hours of key partners, value of volunteer hours, etc.

EDUCATION AND EXPERIENCE

- Bachelor’s degree in Communications, Business or related field from a four year college or university; plus two years of event planning experience and/or training; or equivalent combination of education and experience.
- Experience in developing an effective marketing plan for events and will have been accountable for achievement or significant fundraising results in the past.
- A proven track record in meeting sales/fundraising goals.
- Experience with Bloomerang or equivalent CRM management system is desired.
- Community involvement a plus.
- Must have valid driver’s license and current insurance for light to moderate local travel.
- Must be willing to complete a background check.

SKILLS & QUALIFICATIONS

- An active, growing personal relationship with Jesus Christ as Savior and Lord.
- Compassion for and commitment to providing abortion alternatives to women facing unplanned pregnancies and their unborn babies.
- All employees are expected to participate in fundraising and volunteer recruitment activities.
- Highly effective organization, multi-tasking, communication, negotiation and interpersonal skills.
- Personal, professional and public integrity.
- A “team-mindset” to contribute to and benefit from working together with the whole ministry in order to fulfill WRMCSN’s mission.
- Skills in interpersonal communication and supervision of staff and volunteers.
- Demonstrated ability to develop, manage and implement a comprehensive development plan.
- Must have solid organizational skills.

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- Excellent writing skills, particularly grant writing, press releases and donor communications.
- Marketing and public relations skills.
- Ability to motivate staff and other volunteers.
- Articulate, compelling and experienced public speaker.
- Ability to work under stressful circumstances.
- Ability to write reports, business correspondence and solicitation letters.
- Ability to effectively present information and respond to questions from pastors, potential donors, supervisors and the general public.
- Computer skill requirements include: intermediate MS Word, MS Excel, MS PowerPoint and MS Outlook and PC Adobe applications including: In Design, PhotoShop, Illustrator or Macintosh equivalent.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions provided in written, oral, diagram and schedule form.
- Ability to perform work that is varied and may be somewhat difficult in character, usually involving limited responsibility, requiring frequent evaluation, originality or ingenuity.
- Must be able to manage multiple projects and deadlines and prioritize workload.
- Friendly attitude and ability to accept change and correction is vital.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move weights exceeding 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

FULL TIME, EXEMPT

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