



SPIRIT OF GIVING

Charity • Community • Collaboration

Job Description: Special Events Coordinator

Spirit of Giving Network (SOGN) is a collaborative, nonprofit organization with a focus on children and families in South Palm Beach County. It is a forum where nonprofits and community supporters share information, resources and best practices. Currently, there are more than 60 nonprofit member organizations and community partners meeting on a monthly basis. The group's objective is to streamline the delivery of services to the community by working collaboratively to solve issues, eliminate duplication and improve operations through internal and external partnerships. By working together with citizens, businesses, and community partners, we create alliances and programs that promote lasting change.

Main initiatives include:

- Annual Back to School Bash
- Annual Holiday Gift Drive
- ESPN Boca Raton Bowl
- Community Spirit Race
- Community Volunteer Training, Screening & Placement
- Member Organization Monthly Informational Meetings

Position: Special Events Coordinator

Description: Spirit of Giving seeks a dynamic, self-starter with excellent communication and organizational skills, extremely detail oriented and the ability to meet deadlines.

The Special Events Coordinator is a key member who works together with the team to execute the organization's annual development plan. The position has specific responsibility for managing the agency's annual and special events. Reports to the Executive Director.

Responsibilities:

- Administration of SOGN annual and special events.
- Develop and manage event timelines and registration procedures.
- Manage day of events logistics including registration and checkout.
- Write, edit and proof event collateral materials.
- Design basic promotional/informational pieces for events.
- Work with Volunteer Manager to develop a plan for volunteer management and coordination for events.
- Manage nonprofit/client event registrations and guest event reservations.
- Maintain event donations on SOGN donor database.
- Assist with writing and getting media releases out to various media outlets.
- Provide timely follow up on post event/donation communication and recognition.
- Attend community and recruitment events to build relationships with vendors, clients, and donors.
- Reach out to community organizations, general public and donors to promote awareness of SOGN its mission, initiatives and events.
- Collaborate with staff on new ideas, directions, and venues for special events.

Qualifications:

- Bachelor's Degree from an accredited college or university and/or comparable training and job experience
- 3 or more years' experience in fundraising, management of special events, marketing, public relations or community relations or prior experience in managing/coordinating projects
- An effective communicator, both written and oral
- Comfortable with public speaking and communicating on the phone
- Capability to work within approved budgets, developing & implementing cost saving measures
- Proficiency in Microsoft Office (Word, Excel & PowerPoint) required
- Competent management and organizational skills
- Experience with donor tracking software preferred
- Proficiency with social media preferred
- Ability to work independently on assigned tasks, as well as to accept direction on given assignments
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Acceptance of increased responsibilities around events, including some evenings and weekends
- Ability to communicate in a professional manner with press, vendors and community contacts
- Enthusiasm for the mission of Spirit of Giving and the community we serve
- Must possess valid driver's license and dependable transportation
- Ability to lift at least 20 pounds

Start Date: Position open until filled.

Hours: 20 hours/week average (more around special events less in between events) some evenings and weekends.

Compensation: \$15 per hour

To Apply: Please send cover letter and resume to sue@spiritofgivingnetwork.com

Spirit of Giving Network is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.