

Apply at: <https://caritasofaustin.org/who-we-are/careers/>

Job Title:	Events Coordinator
Department:	Development
Salary Range:	\$40,000 - \$50,000
Reports To:	Development Manager
FLSA Status:	Exempt

Caritas of Austin Values

Respect

We believe in the inherent dignity of all people, and we celebrate every person’s uniqueness and contributions to our work.

Equity

We are committed to fairness and impartiality in the way we provide services and opportunities for service.

Commitment

We are resolute in our mission to build wellbeing and end homelessness for the people we serve.

Excellence

We have high standards for every aspect of our work, continuously raising the bar to provide the best experience and outcomes for everyone we serve.

Innovation

We are leaders in meeting the most pressing needs of the Austin community, continually learning and improving to affect positive change.

Position Summary

If you have exceptional organizational skills and love planning memorable events for a mission-oriented cause, we would love to have you join our team as the Event Coordinator. As our “go-to” person for Caritas of Austin’s annual fundraiser and the development and management of community fundraising events comprising of \$890,000+ of the annual budget you will be get a chance to hone your skills as a creative fundraising professional. This position is perfect for a person looking to continue crafting their event fundraising skills or a dynamic individual looking to begin a new career.

This position plays an integral role within the Development department and will work closely with all team members. This full-time position requires someone who is motivated, has excellent time management skills, strong written and verbal communication, and the ability to manage multiple projects at once.

The Events Coordinator will interact with a range of external constituents and stakeholders including event sponsors, external vendors, community supporters, the Board of Directors, and various committees. This position must be able to provide excellent donor service and stewardship to all external constituents in a timely and professional manner.

The ideal candidate is someone who is passionate about the world of events, expanding their professional fundraising career, finds the production of mission driven events thrilling, is goal and detail oriented, takes initiative on all projects, is a strong communicator, and seeks an opportunity to manage a wide range of fundraising projects within a development department.

Essential Duties & Responsibilities

Annual Songs of Hope Concert

- Responsible for all event fundraising including retaining past sponsors, identification and solicitation of new sponsors, pledges and invoices, and meeting or exceeding annual revenue goal.
- Manage event details and logistics including, but not limited to, program production, entertainment, audio visuals, registration, catering, decorations, vendor negotiations and contracts for Caritas of Austin's largest annual fundraising event.
- Serve as project lead on development of event-related promotional materials, including sponsor packet and invitation, event program, and signage in collaboration with the Communications Team.
- Recruit, manage and steward event Chairs alongside the Development Manager and Chief Development Officer.
- Recruit, manage and steward the event committee, create meaningful engagement opportunities for the event committee to contribute and actively recruits new committee members.
- Create and manage annual event budget.
- Actively execute the current stewardship plan for event sponsors and attendees and seek ways to improve donor cultivation and retention.
- Collaborate with the Volunteer Coordinator to recruitment volunteers as needed.
- Prepare correspondence, emails, minutes, reports/presentations as needed.
- Maintain fundraising event-related records in Raisers Edge database.
- Other duties as assigned.

Community Events

- Proactively seek new community engagement and fundraising opportunities in the greater Austin area that relate to donor and volunteer cultivation.
- Screen all potential events to ensure they align with Caritas' mission and values.
- Grow community use of Caritas of Austin facilities for special events as an income generator.
- Provide stakeholders with appropriate marketing and branding material along with the creation of individual fundraising pages as need.
- Create and implement a cultivation and engagement strategy for all community partners.
- Other duties as assigned.

Qualifications

Education

- Bachelor's degree preferred, with an emphasis in one or more of the following: Non-Profit, Business, Marketing, Communications, Social Work, or another related field.

Experience

- Minimum one to two years' experience executing medium to large scale fundraising events.
- Minimum one to two years' experience working in the nonprofit field or in sales.

Skills

- Ability to ask for monetary donations.
- Ability to manage multiple tasks and priorities simultaneously in a fast-paced environment.
- Ability to strategically prioritize projects and responsibilities.
- Collaborates well with internal and external stakeholders.
- Excellent organizational/project management skills with a particular focus on managing details and meeting deadlines.
- Demonstrates initiative and follow through on assignments; self-motivated and goal oriented.
- Professional written and verbal communication skills, outstanding customer service skills.
- Ability to work independently on projects with minimal supervision.
- Very strong attention to detail.
- Strong interpersonal skills and confidence speaking with diverse populations and representing agency in the community.
- Ability to maintain confidentiality of all internal donor and client information.
- Ability to creatively problem solve.
- Ability to respond with sensitivity and awareness to those with diverse cultural, ethnic, social backgrounds, values, attitudes and languages.
- Passion for Caritas of Austin's mission.

Competencies

- **Job Knowledge/Technical Knowledge:** Demonstrates a sound working knowledge of current role and the technical systems, applications and equipment used in performing this role, and understands the impact this role has on other business functions within the organization.
- **Communication:** The ability to write and speak effectively using appropriate convention based on the situation; actively listens to others, asks questions to verify understanding, and uses tact and consideration when delivering feedback to others.
- **Organization:** Uses time efficiently by prioritizing and planning work activities.
- **Integrity and Respect:** Demonstrates upmost level of integrity in all instances, and shows respect towards others and towards company principles.

- **Judgment:** Demonstrates ability to make independent and sound decisions in all situations.
- **Teamwork:** Shares key information with others involved in a project or effort, works in harmony to accomplish objectives, responds with enthusiasm to directives, and shows support for departmental and organizational decisions.
- **Quality:** Sets high standards and measures of excellence to ensure quality assurance in every aspect of work performed.
- **Accountability:** Takes personal responsibility and ownership for adhering to all company policies and procedures while also completing work timely and in accordance with performance expectations.
- **Customer Service:** The ability to demonstrate a series of activities designed to enhance the level of customer satisfaction.
- **Interpersonal Communication:** Writes and speaks effectively based on the psychological, relational, situation, environmental and cultural dynamics within the situation.
- **Manages Change:** Demonstrates effectiveness and flexibility with changing environments, responsibilities, tasks, and people.
- **Attention to Detail:** Follows detailed procedures to ensure accuracy in the entry and reporting of data.
- **Problem Solving:** Identifies and resolves issues timely by gathering and analyzing information skillfully.

Physical Demands

- Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow or slippery surface.
- Substantial movements (motion) of the wrist, hands, and/or fingers in a repetitive manner
- Uses organization’s computer approximately 6-7 hours per day
- Uses telephone and email to communicate with clients and other professionals, approximately 2-4 hours per day.
- Sits approximately 6-7 hours per day.
- Exerting up to 20 pounds of force occasionally to lift, carry, pull, or otherwise move objects
- Bending, stooping and reaching several times through a shift.
- Must be able to see clearly with or without corrected vision.
- Ability to drive to and from client locations, this may involve sitting for extended periods of time.
- Manual dexterity sufficient to reach/handle items and work with the fingers
- Close vision (clear vision at 20 inches or less); distance vision (clear vision at 20 feet or more); color vision (ability to identify and distinguish colors) Work Environment
- Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation

- Moderate noise (examples: business office with computers and printers) Work Hours/Schedule
- Regular – Normal work hours and days assigned based on a work week of 40 hours.
- Some events may be in the evening or on weekends. The annual Thundercloud Subs Turkey Trot is on Thanksgiving Day and this position will be required to work this day.

Work Environment

- Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation.
- Moderate noise (examples: business office with computers and printers).

Work Hours/Schedule

- Regular – Normal work hours and days assigned based on a work week of 40 hours.

Acknowledgement

I have read this job description, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. I also understand that my job description is subject to change and that this description does not preclude my supervisor's authority to add or change duties or responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

Employee's Signature

Date

Employee's Name (please print)

Supervisor's Signature

Date

Supervisor's Name (please print)