



Events and Center Coordinator – Forrest Spence Fund

POSITION SUMMARY:

The Events and Center Coordinator is responsible for planning, organizing, and directing all of the Forrest Spence Fund's fundraising events along with events in the FSF Counseling and Community Center. He/she will also work as the liaison between the Forrest Spence Fund and the hospitals we serve by assisting with their special events. The Events and Center Coordinator will work closely with the Executive Director and the Board of Directors in all development and fundraising endeavors. This position consists of working 15-20 hours per week. Benefits are not included.

QUALIFICATIONS:

- Minimum of one-year special event planning or related work experience
- Experience in planning and implementing special events, including strong knowledge in attracting funds or sponsorships; proven track record in creating and implementing promotion plans; print production expertise associated with fundraising events
- Strong communication skills – written and verbal
- Strong negotiation, leadership, and planning skills
- Experience and confidence in facilitating committee meetings.
- Ability to multitask, remain calm and work under pressure in a fast-paced environment
- Strong computer skills and proficiency in word processing and spreadsheet applications
- Attention to details and good problem-solving skills
- Experience working with executives, donors, and as well as, managing volunteers, and managing, supervising, and providing orientation to providing orientation and direction to volunteers and others during events
- Strong initiative and customer service orientation; volunteer management skills is a plus
- Strong interpersonal skills and ability to work alongside a diverse group of people
- Excellent organizational, project management, time management skills, along with the ability to seize opportunities and think creatively
- Ability to work effectively as part of a team and also take initiative when needs arises
- Ability to consistently demonstrate sound judgment and knowledge of appropriate protocols while maintaining confidential information, along with a consistent high-energy level, positive persona and flexibility is a must



ACTUAL JOB RESPONSIBILITIES:

- Plan, organize, coordinate, and direct special events along with events in the Counseling and Community Center
- Occasional regional travel is required for this position. Gas and other expenses will be covered by the Forrest Spence Fund.
- Act as event liaison between the Forrest Spence Fund and vendors, donors, etc.
- Act as event liaison between the Forrest Spence Fund and the hospitals we serve.
- Communicate regularly with the special events directors at the hospitals on ways the Forrest Spence Fund can assist with their events.
- Responsible for third party management of delivery vehicles, vendors, florist, catering, and transportation services to ensure seamless presentation and positive brand experience.
- Generate all correspondence to clients. This includes proposal letters, thank you notes, etc.
- Develop concepts and designs, and coordinate mailings of promotional materials and invitations; and direct logistical planning.
- Support coordination of social media platform marketing to include Facebook, Twitter, LinkedIn, and website content for Special Events and work closely with the Communications Director
- Maintain records on event activities, progress, status, and post event summary
- Attend event to oversee activities and ensure details are handled as planned
- Address any issue that may arise and will remain on site after the event is over to ensure proper clean up
- Work with and give guidance to volunteers and staff involved in event planning and execution
- Negotiate and contract with vendors for a variety of goods and services related to special event planning
- Monitor delivery of goods and services to ensure contract terms are satisfied
- Develop and maintain an extensive network of contacts, both internal and external, to facilitate event coordination
- Develop and control budgets on a program or event basis
- Negotiate financial terms and authorize expenditures with oversight from the supervisor
- Determine staffing needs for special events. Authorize or secure additional staff as required
- Perform other related duties as assigned or requested by clients.
- Maintain the Counseling Center's physical space and make sure it is ready for all events in the Center.



- Manage security and arrival on monthly support group days. Ensure the house is unlocked and hospitable to welcome guests for support groups and coordinate security with security company.
- Manage supplies and equipment for the Community Center by overseeing the inventory and keeping items replenished. These might include refreshments for support groups, house items, etc.

Starting pay: \$19.00/HR

Email Brittany Spence with resume and cover letter at brittany@forrestspencefund.org