

Event & Engagement Coordinator

(Events, Social Media, & Development Support)

Coalition For Kids

Reports To: Director of Development

Works Closely With: Executive Director & Director of Operations

FLSA Classification: Exempt (Administrative)

Starting Salary: \$41,600

Position Overview

Coalition For Kids is seeking a highly organized, creative, and mission-driven professional to serve as our Event & Engagement Coordinator. The primary duty of this position is the planning, coordination, and execution of fundraising and community engagement events that support the organization's mission and revenue goals. This role also supports digital engagement initiatives and donor data management functions.

Event Planning & Execution (Primary Duty)

- Plan and coordinate annual fundraising events (banquets, golf tournaments, luncheons, etc.) under the direction of the Director of Development.
- Evaluate venue and vendor options, develop recommendations, and coordinate logistics including contracts, catering, décor, A/V, and production timelines.
- Develop proposed event budgets and monitor expenses within approved parameters.
- Oversee guest management systems, registration processes, and sponsorship fulfillment.
- Recruit, schedule, and provide direction to volunteers for event execution.
- Lead on-site event coordination and resolve operational issues within established guidelines.
- Conduct post-event financial and operational analysis and provide recommendations for improvement.
- Monitor sponsorship commitments and ensure fulfillment of approved agreements.

Social Media & Content Creation

- Develop and implement a monthly social media content calendar aligned with organizational priorities.
- Create digital storytelling content including photos, videos, graphics, and written posts within brand guidelines.
- Collaborate with program leadership to highlight impact and success stories.
- Analyze engagement metrics and provide data-informed recommendations for improvement.
- Assist with email marketing campaigns and donor-focused storytelling initiatives.

Development Administrative Support & Donor Data Management

- Ensure accurate and timely processing of donations in accordance with established financial procedures.
- Maintain donor records with precision, confidentiality, and attention to data integrity standards.
- Support timely and accurate gift acknowledgment and stewardship communications.

- Monitor recurring gifts and pledge fulfillment and communicate discrepancies as appropriate.
- Generate donor and revenue reports to support leadership review and planning.
- Support grant tracking and documentation processes to ensure organized and accurate reporting.
- Maintain clean, organized, and up-to-date donor data systems to support compliance and reporting accuracy.

Accuracy, professional judgment, discretion, and attention to detail are critical in this area of the role.

Qualifications

- Minimum High School Diploma
- Bachelor's degree in Event Management, Hospitality, Marketing, Communications, Business, Nonprofit Management, or related field preferred

Required:

A minimum of 1–3 years of progressive experience in event coordination, development operations, or related professional experience.

As well as:

- Strong organizational and project management skills
- Exceptional attention to detail
- Experience in event planning preferred
- Experience in social media content creation and digital storytelling
- Comfortable with photography and basic video editing
- Strong written and verbal communication skills
- Proficiency in Microsoft Office and donor database systems (CRM experience preferred)
- Ability to manage multiple projects and deadlines simultaneously
- Self-starter with high initiative and follow-through
- Passion for serving children and advancing the mission of Coalition For Kids

Organizational Impact of This Role

- Fundraising growth
- Donor retention and stewardship
- Brand awareness and community engagement
- Accurate financial reporting and donor accountability

The Event & Engagement Coordinator helps ensure that Coalition For Kids continues to grow its reach, strengthen its donor relationships, and serve more children with excellence.

Key Competencies

- Team-oriented and collaborative
- Calm under pressure during events and deadlines
- High level of integrity and confidentiality
- Relational, professional, and service-oriented
- Systems-minded and detail-driven

- Creative storyteller
- Strategic thinker with strong execution skills

Essential Functions & Work Environment

The duties described are representative of the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions in accordance with applicable law.

- Ability to lift and carry up to 25 pounds.
- Ability to stand for extended periods during events.
- Occasional evening and weekend work required.
- Work performed in office and event environments, including indoor and outdoor venues.

Employment with Coalition For Kids is at-will and may be terminated by either party at any time, with or without cause or notice, subject to applicable law.

Coalition For Kids is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, pregnancy, national origin, age, disability, genetic information, veteran status, or any other status protected by federal or Tennessee law.

Employment is contingent upon successful completion of background screening, physical and drug screening consistent with organizational policy and Tennessee law.

This job description is intended to describe the general nature and level of work being performed and is not intended to be an exhaustive list of all duties or responsibilities. Duties may be modified as organizational needs evolve.

To Apply, please visit our website, [Coalition for Kids - Empowering Children for a Brighter Future](#)