



Florida Baptist Children's Homes | One More Child is an equal opportunity employer.

JOB DESCRIPTION: DIRECTOR OF EVENT PLANNING

Department: Development
Reports To: Vice President of Development
Recruited By: Vice President of Development
Approved By: Vice President of Development
Status: Full-Time
Classification: Exempt

JOB SUMMARY

The Director of Event Planning is responsible for the strategic direction and management of key development related events essential to developing, expanding and stewarding major philanthropic support for FBCH. The director has occasional contact with members and/or spouses of the FBCH Board and frequent contact with volunteers, major donors/prospects to the organization.

ESSENTIAL DUTIES AND FUNCTIONS

- Responsible for planning, coordinating and implementing development related event plans and strategies to ensure fulfillment of funding goals. Events include, but are not limited to the One More Child Celebration Ball, donor cultivation receptions, board meeting dinners, Women of Compassion regional events, receptions in partnership with Church Relations and volunteer appreciation events.
- Ensures that development event activities are based on the organizations strategic goals, objectives and future plans.
- Gathers information, materials and resources needed to implement key fund raising events and cultivation activities.
- Responsibilities include setting schedules, developing and monitoring action plans and timelines for implementation, volunteer recruitment and management, event reporting/tracking, sponsor levels and solicitation, food, decorations, event reporting, media relations, tracking in Raiser's Edge and using this information to make discretionary decisions about event planning.
- Maintains collaborative relationships with campus leadership, program leadership, finance and executive leadership and the communications team to maximize fundraising and communication effectiveness at events.
- Oversees organization Thanksgiving and Christmas cards.
- Helps identify stewardship crafts for the development team. Oversees crafting activities by the children on the Lakeland children.
- Develops an atmosphere conducive to philanthropic giving that supports the funding priorities of the organization.



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- Articulates the funding priorities for FBCH with individuals and during speaking engagements before public audiences.
- Coordinates activity in support of the development program.
- Recruits and leads volunteers and staff for identified fundraising events as appropriate.
- Implements specific event strategies directed toward targeted donors, potential donors, and other key constituencies.
- Works with the development, communication and church relation team members to coordinate components of development events.
- Demonstrates strong event management skills while timely managing multiple priorities.
- Coordinates related projects including mailing lists, invitation designs, mailings, distribution, scheduling, record keeping, copying, ordering supplies and phone calls as needed.
- Assists with the strategic planning and preparation of collateral material associated with the development program.
- Participates in development team meetings and other meetings as necessary.
- Requires flexibility to provide event direction on weekends and holidays.
- Has access to confidential data that allows for coordinating and organizing assigned responsibilities.
- Maintains personal and professional growth and development through seminars, webinars, workshops, books, software, publications and professional affiliations to keep current with legal issues and the latest trends in the field of fundraising.
- Participates actively to assure compliance in assigned areas of responsibility.
- Plays a significant role in the communication strategies with donors and prospects for their respective campus(es).
- Demonstrates excellent communication skills.
- Is highly motivated, organized, displays sound/mature judgment and integrity.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree required
- At least three (3) years of professional experience required, at least five (5) years of professional experience preferred.
- Event management experience is preferred.
- Prior fundraising experience is not required.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Ability to build effective professional working relationships internally and externally.
- Effective communication skills, both oral and written; attention to detail, and ability to multi-task and stay organized under tight deadlines.
- Presents him or herself outside the agency in a manner in keeping with the firm's core values and guiding principles.
- Ability to maintain confidential information.
- Ability to multi-task.
- Ability to understand and follow oral and written instructions, meet deadlines, and work independently.
- Ability to solve daily problems by analyzing situations, determining next step and implementing.
- Ability to comprehend and process information rapidly and accurately.
- Skills in effectively organizing work, files, records, etc., to maintain efficient work flow.
- General knowledge of standard office practices and office equipment.

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.



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PHYSICAL DEMANDS

These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee will need to be able to stand for sustained periods of time. The position also requires the ability to lift or raise objects from a lower to higher position or move objects horizontally from position to position. Additional physical demands include walking, talking and hearing.

The position requires visual acuity appropriate to view a computer screen and to determine the accuracy, neatness and thoroughness of work assigned. The ability to lift or move up to 20 pounds (boxes, documents, and equipment).

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.

Job functions are performed primarily in a normal office or indoor environment.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____ Signed: _____ Dated: _____