



JOB DESCRIPTION: EVENT PLANNING COORDINATOR

Department:	Development
Reports To:	Director of Event Planning
Recruited By:	Director of Event Planning
Approved By:	Senior Vice President of Development
Organizational Unit:	Headquarters
Status:	Full-Time
Classification:	Non-Exempt

JOB SUMMARY

The Event Planning Coordinator is responsible for assisting the Director of Event Planning in the creation of strategic direction and management of key events essential to developing, expanding, and stewarding major philanthropic support for OMC. The coordinator has occasional contact with members and/or spouses of the OMC Board and frequent contact with volunteers, donors/prospects to the organization. The Event Planning Coordinator also assists with the planning and logistics necessary for successful special events (the Journey to One Million Meals and Women of Compassion) and development work to maximize fundraising effectiveness.

ESSENTIAL DUTIES AND FUNCTIONS

- Participates in the development of strategies and messaging as it pertains to the Journey to One Million Meals, Women of Compassion, and other special events that are identified.
- Assists in developing event timelines and checklists. Manages event planning software (ASANA).
- Coordinates the management of special events components including email, mailings and other communication media as instructed.
- Communicates with the Batch Coordinator and Database Manager regarding special event inquiries to ensure they are accurately recorded in Raiser's Edge.
- Identifies opportunities to promote special events to the public.
- Coordinates with vendors and sponsors of event set up and take down arrangements.
- Lead Development team member for Night of Lights, Board meetings and dinners, etc.
- Submits event payments and deposits to finance and tracks gifts for event sponsorship
- Coordinates with Development team on event RSVP tracking in Raiser's Edge.
- Assists in keeping event participants engaged and delighted.
- Assists in facilitating the implementation and communication with sponsor cultivation and benefits and works closely with communications on corporate sponsor recognition in events.
- Participates in evening and weekend events and activities as required and when approved.
- Gathers information, materials and resources needed to implement key fund-raising events and cultivation activities.
- Works with Annual Fund Coordinator to identify stewardship crafts for the Development team and assists with overseeing crafting activities by the children on the Lakeland Campus.
- Develops an atmosphere conducive to philanthropic giving that supports the funding priorities of the organization.



- Recruits and leads volunteers and staff for identified fundraising events as appropriate.
- Coordinates related projects including mailing lists, invitation designs, mailings, distribution, scheduling, record keeping, copying, ordering supplies and phone calls as needed.
- Participates in development team meetings and other meetings as necessary.
- 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 judgement and integrity.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Associate's or Bachelor's degree preferred
- Administrative, fundraising and/or special event experience preferred

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, stay organized.
- Presents him or herself outside the agency in a manner in keeping with the OMC's core values and mission statement.
- Ability to maintain confidential information.
- Promote a team culture-lead and work as part of a team.
- Exhibit a positive attitude and have ability to handle difficult situations.
- Adept at problem-solving, decision-making abilities, and conflict resolution skills.
- 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 workflow.
- General knowledge of standard office practices and office equipment.
- Basic understanding of Microsoft Office suite.

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.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and OMC 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 is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. The ability to lift up to 30 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 in a normal office environment. This position will require some travel within the region.

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: _____