



Big Brothers Bi
Big Brothers Big Sisters of Flint and Genesee County
JOB DESCRIPTION

Position: Special Events Coordinator

Report to: Director of Development

Summary of Responsibilities: The special events coordinator will provide support to direct-line fundraisers within the development program. The position has primary responsibility for planning and executing the national model for Bowl for Kids' Sake. The Special Events Coordinator also participates, as needed, in grant writing and major gift strategy sessions for past and current major gift donors, helping the development director identify and implement strategic engagement opportunities.

Essential Job Functions:

To provide support for all special events-

- Definition of needs and event purpose and goals
- Definition of pool of potential attendees, target audience
- Definition of core message and supplemental materials needed

To coordinate all aspects of event preparation-

- Securing volunteer hosts or venue as needed, working with on-site contact (volunteer or staff)
- Creating and tracking event costs and budget
- Creating, seeking approval, producing and sending invitations for all events, tracking responses
- Creating event timeline and/or agenda
- Coordinating all event logistics including food and drink, ancillary materials, creating seating assignments, as needed
- Working with leadership to create message to be delivered and briefing materials on attendees

To staff all events, as requested by leadership-

- Acting as first-line trouble shooter at all events
- Greeting attendees, answering questions, actively participating in event as needed

To create and execute follow-up strategy after each event

- Creating thank you for appropriate representative to host, venue, etc.
- Handle all billing and cost-analysis
- Providing development staff with suggested follow-up steps with attendees, as needed

To actively participate in major gift strategy sessions for past and current donors

To research grant opportunities and work with management team to develop quality, outcome-based proposals

- All other duties as assigned

Minimum Qualifications:

- Bachelor's Degree from an accredited college or university or 2+ years of development experience or transferable skills

Skills & Knowledge:

- Knowledge of cultivation, solicitation and stewardship strategies and successful implementation of fund development processes
- Excellent communications skills emphasizing the ability to listen and hear others
- Demonstrated integrity
- An articulated belief in the mission of Big Brothers Big Sisters
- The ability to travel and work outside regular business hours, including some evenings, and weekends

Equal Employment Opportunity

Big Brothers Big Sisters of Flint and Genesee County is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities

The above statements reflect the general duties, responsibilities and requirements considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. Big Brothers Big Sisters of Flint and Genesee County may change the specific job duties with or without prior notice based on the needs of the organization.