Anchor Center for Blind Children
Job Description

JOB TITLE: Special Events Coordinator
DATE: June 2023

REPORTS TO:
Director of Development and Community Relations

Part-time: Hourly, Non-Exempt
Approx Annual Hours: 1,250
Compensation: $21.00 - $24.00 per hour based on experience

Purpose of Position
The Special Events Coordinator is a key member of Anchor Center’s Development and Community Relations team, helping to meet Anchor Center’s fundraising, marketing and public relations goals. S/he is charged with managing Anchor Center’s major fundraising events, including the annual gala (Sunset in the Country), the annual golf tournament (ForeSight Golf Classic), chocolate and wine tasting event (Visions of Love) and the biennial dance competition (Dancing with the Anchors). In addition, as time allows, the Coordinator provides support to third party hosted events benefitting Anchor Center.

Essential Duties and Responsibilities
• Deliver the highest standard of event excellence.
• Plan, manage and implement all details related to revenue generating development events, as well as non-revenue generating stewardship events, including but not limited to:
  o leading planning meetings, developing annual work plan, and driving all pre-production needs: timelines, run-of-shows, updating trackers, agenda, rehearsals, updating trackers, drafting memos, documenting progress and ensuring all stakeholders are brought along and aligned.
  o partnering with Communications and Marketing on oversight of event creative, collateral, and communications (from save-the-dates to post-event follow-up), event engagement strategy, invitation build and management, asset development, and other materials.
  o managing event mailings, guest lists, reservation lists and related correspondence;
  o coordinating vendors and executing contract agreements
  o identifying event staffing/volunteer needs.
• In cooperation with the Development Director, oversee, track and support event budgets; oversee the development of the corporate sponsorship program for all major events for the fiscal year and multi-year planning, and cultivated sponsor relationship development. This includes marketing materials, budget, outreach and stewardship and provide guidance to the team to achieve corporate sponsorship goals.
• Identify event sponsors and prepare solicitation proposals;
• Coordinate post-event donor/sponsor recognition and stewardship activities;
• Coordinate assistance of Development team members and interns as needed with special events.
• Utilize software to track event logistics, registrations, expenses and project management benchmarks to ensure efficiency, progress and smooth internal communications around multiple events at a time.
• Assist with receiving, acknowledging and reconciling event contributions, ticket sales, donations and special event financials.
• Represent Anchor Center in a professional and positive manner in the community.

Qualifications
• Previous fundraising or special event management experience required.
• Bachelor’s degree in related field or at least 3 years of experience working with non-profit organizations
• Enthusiastic to join and represent a nonprofit organization dedicated to children’s health and education.

Knowledge, Skills and Abilities
• Excellent verbal and written communication skills
• Raisers Edge or similar database competence; at least 1 year experience preferred
• Proficient at using Microsoft Office, including Outlook, Excel, Word, and PowerPoint
• Effectively self-manage tasks, paying special attention to time management and variable workload
• Passion for ensuring high-quality attendee / guest experience through events. Creativity and innovation welcome!
• A self-starter and proactive team member
• Highly disciplined, methodical, organized, and detail-minded.
• Ability to participate as an integral member of a team
• Flexibility to work as needed on a weekly basis to meet the demands of priorities and workload.
• Ability to work occasional evening and weekend hours, as needed.

Working Environment
• Hybrid workplace option available. To include work-from-home opportunities and a traditional office environment within an early child educational and therapeutic setting.
• Event venues, including hotels, country clubs, private residences, recreational facilities, etc.

Physical Activities
• Able to lift 40lbs for moving boxes of equipment, or supplies

Other
• Driving personal and Anchor vehicle is required for this position. Must have valid Colorado driver’s license and proof of automobile insurance.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. This job posting will be valid until the job is filled.