



JOB DESCRIPTION

Applications will be reviewed and processed as received. Primary deadline to consideration is March 23, 2018. **Please send résumé and cover letter to aknueppel@bbbsfvr.org.** *This job opportunity is Part-Time.*

Position Title: PT- Event Engagement Coordinator	Overtime Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt
Reports To: Events & Marketing Manager	Supervisory Responsibility: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Position Purpose
<p>Big Brothers Big Sisters of the Fox Valley Region is committed to providing children facing adversity with strong and enduring, professionally supported, 1-1 relationships that change their lives for the better, forever. Through the influence and impact of our mentoring programs, our children and youth partner with a caring, safe, stable adult volunteer in order to have the opportunity to foster stronger relationships, increase connections to and within the community, and empower meaningful conversations around personal development.</p> <p>Under the supervision of the Events and Marketing manager, the Event Coordinator is to work closely with the Events and Marketing Manager. He/She is responsible for assisting and executing high-quality, effective events in support of Big Brothers Big Sisters goals for fundraising. As a member of Big Brothers Big Sisters of the Fox Valley Region, this position is also responsible for supporting and directly contributing to the organization’s strategic development and for building a culture of collaborative leadership.</p>

ESSENTIAL DUTIES AND RESPONSIBILITIES

Development/ Special Events

- Provide strategic event production leadership and coordination, including securing volunteers as needed; working with on- site contact; creating event timelines and agendas; coordinating event logistics and ancillary materials; creating seating assignments and staying within budget expenses.
- Cultivate and solicit prospective in-kind donors and event sponsors.
- Steward existing in-kind donors and event sponsors.
- Work closely with peer-to-peer fundraisers to provide support and encouragement to foster greater community engagement.
- Provide fundraising tips, training, and motivation to staff and board to facilitate peer to peer fundraising and event engagement.
- Serve as the staff lead for event volunteers.
- Working with clients to identify their needs and ensure customer satisfaction.
- Serve on all event committees.
- Input and update all pertinent event donor information into donor database.
- Assist Events and Marketing Team with other fundraising activities as needed.

CORE COMPETENCIES

Flexibility & Achieving Change	Able to adapt to shifting priorities in response to the needs of internal and external clients; quickly recognize situations/conditions where change is needed; work to clarify situations where information, instructions, or objectives are ambiguous; support organizational change.
Creativity & Innovation	Able to generate creative ideas to solve problems and improve work methods; apply novel approaches to improve or enhance results; collaborate with team members to share best practices and brainstorm creative approaches; assess situations to uncover new opportunities or overcome obstacles and make recommendations for changes.
Customer Focus	Able to build strong working relationships with external customers; identify unexpressed customer needs and potential services to meet those needs; independently anticipate and meet customer needs; prioritize work in alignment with the needs of the customer; use knowledge of customer to improve own work results.
Get Results	Able to demonstrate high personal work standards and a sense of urgency about results to meet goals and deadlines; maintain high performance by viewing failures as learning opportunities and rebounding quickly from setbacks or rejections; persist in the face of repeated challenges; accept responsibility for the outcomes of his/her own work.
Relationship Building	Able to build rapport and cultivate effective short and long term relationships with others; adjust own interpersonal approach to fit others' perspectives, needs, cultures, or styles; recognize the impact of one's behavior on others; utilize a range of internal and external networks and resources to meet job responsibilities and reach specific Influential people.
Valuing Diversity	Able to seek out and work effectively with others who have diverse perspectives, talents, backgrounds, and/or styles; contribute to a team climate in which differences are valued and supported; challenge any stereotyping or offensive comments; seek and respond to feedback from others about his/her own behavior that might be perceived as biased.
Planning & Organizing	Able to create and execute a plan of action to meet targets; balance the need for long term planning with short term objectives; avoid wasting time and resources on tasks that yield low value; monitor the progress and impact of assignments.
Strategic Alignment	Able to align own work objectives with the organization's strategic plan or objectives; take organizational priorities into consideration when making choices and trade-offs in own work; act with an understanding of how the community drives/affects the business; maintain perspective between the overall picture and tactical details.

EDUCATION

- Bachelor's degree preferred or equivalent combination of experiences and education

EXPERIENCE

- 1 – 2 years of experience in fundraising and event coordination and execution; contacting organizations for auction/raffle items, working with conference centers to plan events, including marketing.

SKILLS & KNOWLEDGE

- Excellent organizational and written/oral communication skills required.
- Familiarity with donor databases
- Experience with Microsoft Office, Publisher and Adobe Cloud required.
- Experience with website development/maintenance, proficient use of social media and familiarity with web-based programs for communications.
- Ability to work with and manage volunteers.
- Ability to work independently and as a self-starter with a high level of flexibility.
- Demonstrated ability to meet deadlines.
- Ability to identify, develop and utilize available community services and resources to benefit staff and agency.
- Ability to effectively collaborate with other staff in a team-oriented environment
- Ability to relate well in multi-cultural environments.

OTHER

- Must have a valid driver's license and the ability to travel within the community throughout the workday with full time access to an automobile and automobile insurance in the amount required by the state of Wisconsin.
- Must complete BBBSA online cultural competency training within 60 days of hire.
- Must successfully pass background investigation.

Job Responsibilities:

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

Equal Employment Opportunity:

Big Brothers Big Sisters of the Fox Valley Region provides equal employment opportunities to all qualified individuals without regard to race, color, religion, national origin, age, sex, marital status, sexual orientation, gender identity, veteran status or nondisqualifying physical or mental handicap or disability.

Americans with Disabilities Act:

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

ACKNOWLEDGEMENTS

Supervisor: I have approved this job description and review with my employee.

Signature:

Date:

Employee: I have reviewed this job description with my supervisor and acknowledge receipt.

Signature:

Date: