



## **Job Description**

### **Events Coordinator**

#### **Job Summary**

Reporting to the Manager of Fund Development and Communications, the Events Coordinator is responsible for the coordination, execution and oversight of special events and other fund development initiatives as assigned by the Manager.

#### **Essential Duties and Responsibilities**

- **Overall Coordination of Fund Development Events** Work with the Manager of Fund Development & Communications Coordinator to develop timelines, budgets and supplies required for initiatives
- Solicit sponsorship, both cash and in-kind, for assigned events
- Source appropriate facilities and supplies for the event
- Organize facilities and manage all event's details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc.
- Ensure regulatory compliance with insurance, legal, health and safety requirements etc.
- Arrange and present contracts to the Manager of Fund Development & Communications for approval
- Event marketing and promotion
- Maintain accurate records related to events (e.g. donor, patron, volunteer & contractor information; records of revenue and expenses)
- Maintain all project deliverables within set budgets and time limits

#### **Fund Development Initiatives:**

- Act as an ambassador of the Alzheimer Society
- Act as host/emcee when required
- Ensure the coordination of all contracted parties (food & beverage, decorator etc.)
- Work in collaboration with Volunteer Coordinator
- Attend to the quality of the event and ensure guest satisfaction
- Proactively handle any arising issues and troubleshoot any emerging problems

#### **Other:**

- Perform other duties consistent with the job classification, as required

#### **Job Qualifications**

##### **Education:**

- Some college/university in a related discipline.

##### **Experience:**

- Demonstrated experience coordinating large events is required

##### **Other Knowledge, Skills, Abilities or Certifications:**

- Ability to build and maintain strong relationships with donors, volunteers and other stakeholders

- Excellent interpersonal skills
- Excellent written and verbal communication skills
- Exceptional time management and organizational skills with the ability to manage multiple priorities
- Strong attention to detail
- Advanced computer skills; preference to those with experience with donor databases and fundraising software (e.g. NesdaTrak, RaisersEdge and Blackbaud)

**Travel Requirements:**

- Frequent travel in and around Lambton County to carry out the functions of this position. Valid driver's license and access to a dependable vehicle are required

**Physical Demands:**

- Frequent lifting and transferring of event material and equipment (sound equipment, tents, displays, decorations etc.)
- Significant periods of standing while hosting events
- Significant periods sitting at the computer, but with the opportunity to move away from the work station

**The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and requirements.**