Development and Special Events Coordinator

Full time, $35,000 annual salary, overtime exempt
Reports to: Executive Director
Summary of Position: Manage special events and individual giving activities

Special Event Management Responsibilities:
- Plan annual volunteer appreciation event- includes setting date, time, location, theme, menu, entertainment and awards; securing necessary contracts; soliciting and securing sponsorships and donations; creating invitations and taking reservations; gathering information for and/or creating printed program.
- Plan large community festival to raise funds for our agency- includes setting date, time, location, entertainment and ancillary activities; securing necessary permits, food vendors and sponsors; negotiating contracts with beverage provider(s), tent, staging, waste collection, portable restroom and security companies; staffing the event planning committee; overseeing staff, committee and volunteer assignments at the event; gathering information for and/or creating signage and printed event materials.
- Plan various smaller fundraising events- includes setting date, time, and location; creating promotional materials or invitations.
- Provide information about events to Communication Manager for publicity.
- Keep track of expenses for each event and stay within budget.
- Attend events and serve as point person in charge.

Individual Giving Responsibilities:
- Manage individual giving activities focusing on raising funds for the annual campaign- create solicitation pieces, mailing lists, phone call and thank you note lists, and messaging.
- Provide staff support for the Development Committee- schedule meetings, work with committee chair to create agendas, prepare meeting materials- focusing on securing sponsorships for events and individual donor solicitation and stewardship/appreciation.

Other Special Projects Responsibilities:
- Assist Executive Director with details of planning board meetings- take reservations, arrange venue and catering and assist at meetings.
- Plan annual staff retreat, office holiday party, and other smaller events for staff and office volunteers.
- Assist Executive Director with other development or event-related projects as needed.

Qualifications:
- Required:
  Bachelor’s degree; minimum of three years of experience planning successful large scale events; ability to negotiate contracts, solicit and secure sponsorships and donations, multi-task, keep organized, think critically and problem solve, remain calm in stressful situations, and demonstrate careful attention to detail; experience managing an individual giving campaign; possess excellent written and verbal communications skills; proficiency in all Microsoft Office programs; valid driver’s license and automobile insurance and access to an automobile during working hours; ability to work occasional evenings and weekends.
- Preferred:
  Graphic design experience; knowledge of City of Cleveland event planning process; knowledge of the nonprofit sector in Cuyahoga County.

Interested and qualified candidates should send a cover letter and resume to:
Joy Banish, Executive Director, jbanish@greaterclevelandvolunteers.org