

Center for Child Protection Job Description

To apply, submit application and resume [HERE](#).

Job Title: Special Events Coordinator

Supervisor: Chief of Community Engagement

Job Summary: The Special Events Coordinator at the Center for Child Protection is responsible for the planning, execution, and oversight of multiple special events of various sizes. This role requires exceptional project management skills, collaborative engagement with internal departments, external committees, and donors, as well as a passion for creating impactful experiences that support the mission of protecting and supporting children.

Minimum Qualifications:

- Bachelor's degree with a minimum of 3 years work experience in non-profit event management or similar experience
- Strong project management skills with the ability to manage multiple events simultaneously.
- Exceptional communication and interpersonal skills for working with donors, committees, and team members.
- Creative problem-solving abilities and a keen attention to detail.
- Proficiency in event management software and Microsoft Office Suite.
- Knowledge of fundraising principles and donor stewardship is a plus.

Job Tasks:

1. Plan successful annual & third-party fundraising events and activities;
2. Lead designated event committee meetings and work with Event Chair(s) to plan and execute the event;
3. Track event sponsorships, collect payments, and manage event budget;
4. Accurately process in-kind goods and services, income and expenditures related to events;
5. Establish and maintain sponsor relationships and ensure sponsors receive all promised benefits;
6. Identify event volunteer requirements for event preparation, execution, clean up and follow-up. Work directly with Volunteer Services on roles and fulfillment;
7. Coordinates with Marketing to oversee event design, marketing material creation, and sales strategy development for assigned events;
8. Cultivates relationships with donors and outside contacts to coordinate third-party event logistics;
9. Identifies needs and manages event logistics through marketing materials, transaction pages, speaker coordination, tabling, attendance, social media recognition, volunteer support, etc;

10. Analyzes and recommends improvements to fundraising events to maximize net revenues and community awareness;
11. Establishes and maintains sponsor, vendor, & donor relationships, ensures all promised benefits are received, and actively participates in appreciation through thank you notes;
12. Assists with the management of other annual fundraising events as needed;
13. Attends monthly staff meetings;
14. Provides support services via program coverage, as needed;
15. Maintains a comprehensive knowledge of the mission, core values and vision of the organization and the children's advocacy model;
16. Performs other duties as assigned.

Salary Range: \$49,000-\$53,000

FLSA:

Non-Exempt

Physical Requirements:

Reaching	Occasionally
Handling	Occasionally
Communicates	Frequently
Hearing	Frequently
Near Acuity	Frequently
Vision Accommodation	Occasionally
Color Vision	Frequently
Field of Vision	Occasionally

Physical Requirements:

Light Work - Lift up to 20 pounds occasionally

Environmental Conditions:

Noise: 3 Moderate
Outdoor: Occasionally

Work Situations:

Direct/Control/Plan
Influencing People
Dealing with People
Making Judgments/Decisions

Equal Opportunity Employer

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties, as required by their supervisor.

CACTX guidelines designate Children's Advocacy Centers as an essential employer.