

Special Events Coordinator Job Description

Duties and Responsibilities:

- Plan, organize, coordinate, and direct special events
- Act as event liaison between the client and vendors, donors, etc
- Responsible for third party management of delivery vehicles, photographers, florist, catering, and transportation services to ensure seamless presentation and positive brand experience
- Generate all correspondence to clients, including proposal letters, and thank-you letters
- Develop concepts and designs, and coordinate mailings of promotional materials and invitations; and direct logistical planning
- Support coordination of social media platform marketing to include Facebook, Twitter, LinkedIn, and website content
- Maintain records on event activities, progress, status, and post event summary
- Attend event to oversee activities and ensure details are handled as planned
- Address any issue that may arise and will remain on site after the event is over to ensure proper clean up
- Work with and give guidance to volunteers and staff involved in event planning and execution
- Negotiate and contract with vendors for a variety of goods and services related to special event planning
- Monitor delivery of goods and services to ensure contract terms are satisfied
- Develop and maintain an extensive network of contacts, both internal and external, to facilitate event coordination
- Develop and control budgets on a program or event basis
- Negotiate financial terms and authorize expenditures with oversight from the supervisor

- Determine staffing needs for special events. Authorize or secure additional staff as required
- Perform other related duties as assigned or requested by clients.

Special Events Coordinator Requirements – Skills, Knowledge, and Abilities

- Minimum of two-year special event planning or related work experience
- Experience in planning and implementing special events, including strong knowledge in attracting funds or sponsorships; proven track record in creating and implementing promotion plans; print production expertise associated with fundraising events
- Strong communication skills – written and verbal
- Strong negotiation, leadership, and planning skills
- Ability to multi-task, remain calm and work under pressure in a fast-paced environment
- Strong computer skills and proficiency in word processing, database management, spreadsheet applications, Raiser's Edge or other fundraising software
- Attention to details and good problem-solving skills
- Extensive experience working with executives, donors, and volunteers, and managing, supervising, and providing orientation to people on events
- Excellent social media and marketing skills; media relations experience is also an asset
- Strong initiative and customer service orientation; volunteer management skills an asset
- Strong interpersonal skills and ability to deal with a diverse type of people
- Excellent organizational, project management, time management skills and ability to cope with limited resources, seize opportunities and think creatively
- Ability to work effectively as part of a team and also take initiatives when the need arises
- Demonstrated consistent high energy level and flexibility, pleasant persona coupled with sound judgment; flexible, discreet, and ability to

maintain confidential information; knowledge of correct protocol for specific situations

- Experience and comfort in facilitating committee meetings.