



Job Description

Title:	Events & Corporate Engagement Coordinator
Reports To:	Director of Development
Job Location:	Nichols Club, Naples
Salary Range:	\$55,000 - \$60,000 based on education and experience

Job Summary

Reporting directly to the Director of Development, the Events & Corporate Engagement Coordinator is responsible for maintaining and increasing annual revenue through the planning and management of all signature and secondary fundraising events. Cultivate new, and steward existing event donors, partners and vendors to advance funds raised through each event. Recruit, inspire, train and supervise event volunteers and event planning committees to execute organized and impactful fundraisers. As part of the Fundraising Team, the Events & Corporate Engagement Coordinator will identify and recommend individuals for leadership engagement from corporations to expand participation in our Friends Circle and other organizational committees. Event responsibilities include providing the leadership and coordination of all aspects of fundraising and stewardship events for the organization with the goal of maintaining and increasing revenue.

Key Responsibilities

Events

- Manage all event logistics, including but not limited to, securing venues and vendors, managing contracts and payment processes, volunteer management, and reservations.
- Work with the marketing and communications staff to implement successful communications plans to advertise and promote events through the appropriate channels.
- Manage the production process for event support material (e.g. programs, signage, tee shirts, etc.)
- Oversee all donor/sponsorship funds. Work with database manager for entry into database to ensure accuracy and integrity of data.
- Manage post-event activities including final donor transactions, donor acknowledgements, sponsor recognition, committee appreciation, event analysis and sustainability planning for subsequent years.
- Recruit, train and supervise event staff. This includes leading pre-event training for all staff.
- Create sponsorship proposals for individuals, small businesses and corporations that support event goals.
- Manage the timeline both leading up to and the day of the event.
- Maintain organized files on events including committee lists, sponsor contact information, contracts, media releases, income, expenses, meeting notes and final reports.
- Track event expenses/income and provide event updates and reports to Resource Development Director throughout the planning and implementation of each event.
- Manage the design of mailed pieces and implement any mailings associated with the event (Save the Date, invitations, thank you letters).
- Manage relationships with all outside vendors.
- Manage all aspects of event budgets (e.g. invoice, payments, discrepancies, etc.)
- Maintain confidentiality of information, records and materials.



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- Manage communication efforts with corporate donors to support program fundraisers such as the Holiday Drive and Back to School Drive while coordinating with Program staff.

Corporate Donor Engagement

- Responsible for growing, managing, cultivating, and stewarding a portfolio of corporate partners- current, lapsed, and prospective- to strong, mission-aligned, and mutually beneficial relationships.
- Track progress to internal benchmarks and key performance indicators across the corporation portfolio with quantitative and qualitative reporting for committee and board meetings and progress checkpoints
- Develop and deliver creative and powerful presentations and proposals for corporate partnership opportunities. Opportunities to include but not limited to: Program support, Events, Sponsorship, cause marketing, grants, employee, and volunteer engagement.
- Develop comprehensive solicitation plans and pitches that outline stakeholder involvement and strategic approach for cultivation and solicitation of partner commitment.
- Maintain complete records on the assigned accounts, results, and campaign activities using DonorPerfect.
- Represent the organization at community functions and activities to network and help promote and develop additional business relationships.
- In collaboration with the Resource Development team and Marketing Firm, make recommendations for an annual communications plan to inform and engage corporate partners that advance the goals and objectives of the organization.

Other

- Assist Director of Development with ancillary groups such as Friends Circle
- Evening and weekend work is sometimes required, especially with Events

Experience & Qualifications

- Four-year degree in related field from an accredited college or university, or equivalent experience.
- Minimum of three years consecutive event planning experience achieving successful financial goals.
- Must be a strategic thinker with the ability to manage multiple projects and to develop solutions to problems with limited supervision.
- Must have the ability to secure financial and in-kind sponsorships and action items.
- Effective and compelling communication skills, both verbal and written.
- Exceptional interpersonal relationship skills with the ability to work flexibly with many different leadership and personality types.
- Strong computer skills including Microsoft Office, database management and knowledge of event management programs.
- Ability to establish and maintain effective working relationships with staff, volunteers, Board members, community groups and other related agencies.
- Ability to solve practical problems and deal with a variety of situations that may arise without warning.
- Must be able to work a flexible schedule including nights and weekends for planned events.
- Must be committed to the Boys & Girls Club mission and values.

Additional Qualifications



As a person you are:

- Passionate and high-energy—you love building connections between departments, ensuring organizational success through the accomplishment of financial goals
- Highly organized and self-motivated—you have a track record of measurable successes and have built effective systems that advance individual and collective goals.
- A collaborative team player — you are eager to support your colleagues across all levels of the organization and offer your expertise and insights to achieve shared goals.

A mission and values driven individual—you believe in the power of community to transform the lives of children and are committed to creating inclusive and empowering spaces for all.

Compensation

\$55,000-\$60,000 commensurate with education and experience. Benefits include health, dental, vision insurance; health savings account; retirement plan with company match; life insurance; vacation, personal, and holiday paid leave, and performance-based bonuses.

To Apply

Qualified candidates please send resume to the Human Resources Dept. at hr@bgccc.com.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

EOE/DFWP/SFWP