

Ronald McDonald House Charities of the Inland Northwest

Job Description: EVENT COORDINATOR



Position Summary:

The Event Coordinator is responsible for coordinating all aspects of both RMHC and third-party fundraising events under the direction of the Development Manager. This position requires an outgoing, organized, professional team-player with excellent facilitation and project leadership skills. Hours are flexible and vary greatly throughout the year depending on scheduled events, including some evenings and weekends as needed.

Reports to: Development Manager

Salary Range: \$18.00 – \$21.00 DOE

Overview:

Under the direction of the Development Manager, the Event Coordinator facilitates the planning, execution and evaluation of fundraising events, including but not limited to securing event sponsors and coordinating logistics, volunteers, procurement auction items, registration and vendors. The primary goal of the Event Coordinator is to ensure that the “event experience” is positive for guests, volunteers, vendors and donors.

The Event Coordinator works with the Development and Communications Teams on collateral materials for all aspects of events. The Event Coordinator collaborates with the Development and Communications Teams on collateral materials for all aspects of events. This is a full-time, non-exempt position requiring some evening and weekend work. See Employee Handbook for information about PTO and medical benefits.

Responsibilities (95%):

- Coordinates planning of events.
- Manages the event budgets under the direction of the Development Manager and reports out.
- Works with the Development & Event Committees on procurement of event related items, including but not limited to; auction items, desserts, prizes etc.
- Organizes and coordinates event logistics, volunteers, auctions, registration and vendors.
- Recruits, trains and coordinates event volunteers.
- Recruits event committee members.
- Coordinates and facilitates meetings with committee members.
- Accountable for execution of details for all phases: pre-event, event, and post-event.
- Conducts post-event evaluations on event performance and “event experience” for all event constituents and makes necessary changes as directed by development team.
- Provides support and coordinates RMHC involvement with third-party fundraisers.

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Other Duties as Assigned (5%)

- Assist with other projects, administrative tasks, or communications-related duties as needed to support RMHC INW's mission.

Qualifications/Skills:

- Interpersonal Strong verbal, written and interpersonal communications and ability to take direction and work both independently and with a team.
- Familiarity with donor databases CRM software (blackbaud/Raisers Edge) and event management platforms (GreaterGiving) is a plus.
- Ability to work well under pressure and maintain deadlines.
- Strong attention to detail, ability to effectively coordinate multiple projects.
- Experience in non-profit fundraising events.
- Demonstrated success in experience working with volunteers
- Computer proficiency, including email, Microsoft Office products.
- Flexibility with hours
- Education: Bachelor's degree or equivalent work experience preferred.
- Transportation: Must have reliable transportation and ability to drive light-duty vehicles as needed.

Working Conditions/Physical Demands:

- Must be able to lift and carry up to 35 pounds occasionally.
- Must be able to sit and/or stand for extended periods.
- Occasional travel required for offsite meetings, events, and vendor coordination.

Equal Employment Opportunity (EEO) Statement:

Ronald McDonald House Charities of the Inland Northwest believes that every employee has the right to work in an environment free from discrimination. It is our policy to hire, compensate, promote, transfer, discharge, and make other employment-related decisions without regard to an individual's race, color, sex, religion, creed, age, marital status, national origin, sexual orientation, the presence of any sensory, mental, or physical disability, genetic information, gender identity or expression, veteran status, or any other basis protected by federal, state, or local law.