

Ronald McDonald House Charities of the Inland Northwest

Job Description: EVENT COORDINATOR



Position Summary:

The Events Coordinator supports the mission of RMHC Inland Northwest by planning and executing high-impact fundraising events that engage the community, deepen donor relationships, and elevate the visibility of the organization. This role works closely with the development team members, volunteers, and event committees to ensure all events are well-organized, mission-aligned, and brand-consistent.

The Events Coordinator manages logistics, timelines, vendor coordination, committee engagement, and sponsor fulfillment for RMHC INW's signature events and select third-party events. The role is responsible for driving strong event experiences while ensuring accuracy in event data tracking and donor recognition.

This is a full-time, hourly position with benefits and PTO as outlined in the Employee Handbook. Some evening and weekend availability is required to support events.

Reports to: Director of Development and Programs

Pay Range: \$37,440 – \$43,680 DOE

Responsibilities (95%):

Event Strategy & Planning

- Coordinate logistics for all RMHC INW signature fundraising events (e.g., LL Ball, SK Ball), including venue, catering, AV, vendor contracts, run-of-show documents, and staffing.
- Maintain event timelines and ensure all milestones are met on schedule.
- Collaborate with the Development Manager and other team members to align messaging, promotional materials, and branding across events.

Volunteer & Committee Engagement

- Work closely with event committees and volunteers to ensure meaningful engagement, clear communication, and task alignment.
- Schedule and facilitate committee meetings; prepare agendas and materials.
- Support recruitment and orientation of event volunteers.

Sponsorship & Donor Support

- Coordinate sponsor benefit fulfillment in collaboration with Development Manager.
- Assist in sponsor recognition efforts pre-, during, and post-event.
- Ensure accurate tracking of sponsorships, in-kind donations, and revenue in CRM.

Third-Party Event Support

- Serve as a resource for approved third-party fundraising events.

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- Provide branded materials, logistical support, and guidance as needed.
- Track outcomes and ensure donor recognition.

Event Data & Evaluation

- Maintain accurate records of event participation, income, and expenses.
- Conduct post-event evaluations and compile lessons learned for continuous improvement.

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:

- 2+ years of experience in event planning, fundraising, or nonprofit development
- Highly organized with strong attention to detail and time management skills
- Excellent communication skills and ability to collaborate with diverse teams
- Comfortable with public speaking, vendor negotiation, and donor interaction
- Proficiency with Microsoft Office Suite and familiarity with CRM or event platforms (e.g., Greater Giving)
- Ability to work evenings/weekends for events
- Commitment to RMHC INW's mission and values

Working Conditions/Physical Demands:

- Frequent standing, walking, and event setup/takedown activities
- Occasional lifting and carrying required, up to 30 pounds
- Extended periods of computer work
- Occasional attendance at indoor and outdoor events, including some that may take place on weekends or evenings
- Local travel required; must maintain valid driver's license and access to reliable transportation

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.