



## **Fundraising Event Coordinator**

**Reports to: Development Director**

**20 hours per week (Flexible, peak/non-peak schedule)**

**Non-exempt employee**

**Hybrid remote and office work**

**Compensation: \$22-24/hour**

### **Overview:**

The Event Coordinator is responsible, under the supervision of the Development Director, for successful planning, project management and execution of fundraising events hosted by CASA of San Luis Obispo County.

### **Fundraising Event Coordinator – Responsibilities**

- Plan all aspects of SLO CASA fundraising events, including:
  - Developing and documenting project timelines and deliverables.
  - Identifying possible venues and securing contracts with vendors including the venue, caterers, auctioneer, entertainment, etc.
  - Working with the Development Director and Executive Director to secure event sponsorships.
  - Working with an Event Team contractor to use event software (One Cause) to create event webpages and manage all aspects of donations, ticket sales, sponsorships, etc.
  - Working with the Executive Director to communicate and promote upcoming events.
  - Working with the Development Director to solicit in-kind donations from the SLO County community.
  - Working with the Executive Director and Program Director to plan the event program.
  - Working with members of the Volunteer Event team and staff to assign roles and ensure there are sufficient volunteers to successfully execute the event. Continue to recruit new Event Team volunteers.
- Manage project timelines and deliverables and develop plans to close gaps or adjust project plans as needed to host a successful event.
- Work with staff, vendors, volunteers and guests to successfully execute day-of-event deliverables.
- Work within specified budget and effectively and efficiently monitor, track and report event expenses. Provide analysis and profit and loss reporting for each event in a timely manner.
- Attend staff meetings, individual meetings and all internal or external meetings as directed.

### **Qualifications:**

- Excellent written and oral communication skills, including use of Outlook email and Microsoft Word (required)
- Events coordination experience (required)
- Excellent organizational skills, including ability to develop and track project plans and timelines

- using Microsoft Office software (required)
- Good conflict resolution and problem-solving skills (required)
  - Ability to establish and maintain working relationships with diverse groups, including SLO CASA staff, volunteers, Board of Directors and community partners (required)
  - Knowledge of San Luis Obispo County community partners and vendors (preferred)
  - Experience with event software -One Cause or similar software (desired)

### **Other Requirements**

- Criminal justice fingerprint clearance
- Valid driver's license
- Travel (primarily within San Luis Obispo County)
- Ability to work occasional evenings and weekends

Please send a cover letter and resume to [sdeyoung@slocasa.org](mailto:sdeyoung@slocasa.org)

*This job description is not intended to be all-inclusive. CASA reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.*

***AMERICANS WITH DISABILITIES ACT COMPLIANCE INFORMATION: To comply with the Americans with Disabilities Act and other applicable laws ensuring equal opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability unless an undue hardship, direct threat to health and safety or other job-related consideration exists.***

***SLO CASA is highly committed to diversity and a workplace environment that respects, appreciates, and values employees from all backgrounds; candidates of color are strongly encouraged to apply. SLO CASA is an equal employment opportunity employer. SLO CASA's policy is to not discriminate against any applicant or employee based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age (40 or over), sexual orientation, Civil Air Patrol status, military and veteran status, or any other basis protected by applicable federal, state, or local laws. SLO CASA also prohibits harassment of applicants or employees based on any of these protected categories.***