



BOYS & GIRLS CLUBS OF CENTRAL GEORGIA

Boys & Girls Clubs is more than a mission - it is a movement powered by an unwavering belief that all youth deserves a fair chance in life.

Position: Special Events Coordinator (Full-time, exempt)

Organization: Boys & Girls Clubs of Central Georgia

Location: Macon, GA

Salary Range: \$32,400 - \$36,450

Job Description

Under the supervision of the Chief Development Officer (CDO), the Special Events Coordinator (SEC) will be responsible for successfully planning, hosting, and managing multiple fundraising events and helping to execute fundraising strategy and activities in partnership with the CDO, with a strong emphasis on volunteer recruitment to the event committees. The position is a wonderful opportunity for a passionate, mission-driven special events/fundraising professional to spearhead and grow the Boys & Girls Clubs of Central Georgia's (BGCCG) special events and brand awareness. The position will be an externally facing special event fundraiser working to develop relationships with event honorees, sponsors, and attendees. In addition, and where appropriate, the SEC will engage, manage, and motivate high-level volunteers and donors, and have a clear understanding of their role in donor cultivation and stewardship.

The position will manage a busy calendar of planning and executing six (6) mid-scale yearly fundraising events, which together will generate \$200,000+ revenue and welcome over 1,000 guests annually.

Essential Functions

- In partnership with CDO, develop the overall planning and coordination of fundraising events to include budget management, acquisition, cultivation, and retention of event participants, assist to secure a presenting sponsor for each event, solicit other corporate level sponsorships, logistics, pre-and post-event follow up, committee recruitment and management of event committee/s, maintain timeline on all design/creative for event materials, etc.
- Oversee events execution from the initial stages through day/night of, including on-stage program, event production, vendor management, and staff and volunteer coordination.
- Organize and facilitate special event committees by working closely with the Event Chair, coordinating event committee meetings, developing agendas, monitoring action items and engaging committee members.
- Develop relationships and work closely with trustees, event chairs, committees, and honorees. Serve as a lead point of contact for the Board of Directors' event committees working closely to develop and implement fundraising plans to identify and solicit honorees, sponsors, and individual donors.
- Follow-up on all sponsorship and donation solicitation commitments.
- Coordinate and execute sponsor benefits (i.e., logos, activations, journal ads etc.)
- Coordinate and track event attendance for events.

- Manage and update event pipelines 8 - 10 months out of events, ensuring healthy pipelines and execution of prospective donors via Network for Good donor database system.
- Ensure accurate information in Network for Good database system, event management system and in compliance with BGCCG processes and best practices.
- Work as a productive member of the Resource Development team and with other departments of the BGCCG staff.
- Perform other fundraising activities as assigned by the CDO.
- Demonstrate BGCA mission driven I*CARE values and integrate these beliefs into our environment and ways of work.
- Assist with drafting correspondence, including acknowledgment letters.
- Prepare, proof, and disseminate correspondence including but not limited to emails, solicitation letters, acknowledgments for CDO and other key staff, agendas, meeting minutes, event slides, pre-read materials and presentations ensuring accuracy and proper formatting.
- Maintain event web sites and pages and maintain event related communication pieces for the Special Event team in partnership with the CDO.
- Vendor management: oversee coordination of vendor production schedules, including venue contracts, collateral, save-the-dates, invitation design, media loops, printing and mailing, caterers, entertainment, photographers, videographers, and consultants.
- Develop and coordinate post-event analytics/evaluation to include return on investment analysis to ensure continued success of events and sustainability.
- Provide leadership in the creation and execution of a communications plan for each event, including save-the-dates, solicitations, invitations, event journals and other event-related collateral.
- Assist with special projects as assigned

Qualifications

Desired Skills & Experience

- Minimum Bachelor's degree.
- Minimum of three years of demonstrated successful experience planning and coordinating significant fundraising events and recruiting and cultivating high level volunteers in a metropolitan area.
- Successful track record should include working with volunteer committee members to meet fundraising objectives and with planning, managing, and initiating solicitations. Special events experience is preferred.
- Excellent project management skills; comfort working in a fast-paced, goal-oriented environment.
- Outstanding written and oral presentation skills with a proven ability to speak clearly, write persuasively and listen attentively.
- Must be willing and able to work occasional evenings and weekends.

How To Apply: Send resume with cover letter expressing interest to Rachelle Wilson, Chief Development Officer at rwilson@bgccq.org.

Application Deadline: Open Until Filled. For more information about BGCCG, please refer to our website at www.bgccq.org

Equity Statement:

BGCCG is an inclusive employer and adheres to Equal Employment Opportunity Commission standards. BGCCG does not and shall not discriminate on the basis of race, color, ethnicity, national origin, religion, age, disability, genetic information, gender, gender expression, sexual orientation, pregnancy, marital status, military status, economic status, or geographic location in any of its activities or operations.