



Job Title: Special Events & Data Coordinator
Department: Fund Development
Reports To: Chief Development Officer

Job Summary

Coordinate Fund Development events from every aspect to include working with event committees to plan the event, implement plans and strategies to achieve contributed revenue and attendance goals, while building and cultivating donor relationships. A special event coordinator must be well-organized and competent in vendor management. As a day to day role, data entry, maintenance and reporting are key to keeping the Fund Development team on target to track and meet goals. Clean data is crucial to an organizations ability to fundraise and the coordinator must work with the Fund Development team to ensure records are up to date. Includes consistent contact with Chief Development Officer and the Fund Development team, Board and Committee members, and other staff as needed.

Essential Duties and Responsibilities:

Special Events:

- Coordinate details of all special events including but not limited to the Go Girl Gala, Camp C3, Man Enough to be a Girl Scout and any other related events for fund development
- Track all event details using Raiser's Edge software
- Assist Chief Development Officer in supporting the GSEOK Board Fund Development Committee in carrying out its Fund Development goals and support any related board committees
- Contribute to overall revenue goals of events by obtaining monetary and in kind donations
- Track event budgets
- Assist in the selection of vendors
- Maintain contact with event chairpersons and other volunteers regarding all aspects of event logistics and various contributions being solicited
- Responsible for donor and volunteer recognitions
- Plan layout of seating and decorations
- Coordinate and monitor event timelines and ensure deadlines are met
- Coordinate event collateral, social media and PR with Communications
- Work with Fund Development team and event chairpersons to create invitee list and manage correspondence
- Coordinate event logistics, including registration and attendee tracking, send out invitations and manage RSVP list, presentation and materials support and pre- and post-event evaluations
- Keep inventory of backdrops, projectors, computers, and other display materials
- Create comprehensive calendar of events; check against community events
- Attend all events and serve as staff liaison for all events
- Accountable for special projects such as direct mail, family appeal, alumnae appeal and annual meeting

Data & Contributions:

- Maintain donor cultivation list in Raiser's Edge database including contact information and notes on cultivation status
- Acknowledges donations
- Maintains and analyzes statistical data in order to report to Chief Development Officer
- Pull reports as needed for fund development and board meetings
- Provides billing for pledges until collected

Minimum Qualifications

- Bachelor's degree and several years of related job experience, or multiple-year, career-equivalent experience
- Not-for-profit experience preferred
- Database management experience with preferred knowledge of Raiser's Edge
- Excellent written and verbal communications skills
- Excellent organizational skills and ability to multi task
- Proven experience as event coordinator
- Exceptional people skills, especially volunteers and vendor management
- Problem-solving ability
- Ability to model behavior consistent with the Girl Scout Mission, Promise and Law
- Ability to exercise discretion and good judgement in handling confidential and sensitive information
- Ability to work independently and as a team member
- Computer experience and knowledge of Microsoft Office.
- Proven and demonstrable track record of being able to work under pressure while managing multiple deadlines
- Be able to work nights and weekends per scheduled events
- Be able to lift up to 25 pounds and participate in physical activity required for events
- Have reliable transportation, as some errands occasionally will be necessary
- Proof of meeting Oklahoma state requirements regarding driver's license and insurance coverage
- Ability to pass a standard background check and drug screening

10/27/2021