

JOB DESCRIPTION

Title: Special Events Coordinator **Reports to:** VP of Communications and Development

Location: Rosecrance Health Network **Staff Supervised:** None

Department: Development **Status:** Exempt

Position Purpose: The Special Events Coordinator is responsible for overseeing and coordinating the events that raise philanthropic support for the Rosecrance Foundation.

Qualifications/Basic Job Requirements:

- Bachelor's Degree required.
- have 2-4 years of fund development or related experience
- have strong, effective communication skills, both written and oral
- be proficient in Microsoft Office, especially WORD and EXCEL
- be donor/customer-service oriented
- be detail-oriented, flexible and a dependable team-player
- be available for occasional evening and/or weekend work
- be willing and able to travel up to 100-200 miles 1-2 times per month, including one or more possible overnight commitments
- Resourceful, highly organized, and able to prioritize
- Ability to maintain confidentiality
- Belief in the mission and vision of Rosecrance

Essential Responsibilities:

1. Work hours prescribed by the *VP of Development* and any additional hours deemed necessary for the responsibilities assigned.
2. Collaborate with the VP of Communications & Development and the Director of Development to plan and execute the fundraising and stewardship events of the Foundation.
3. Ensure that all events meet the intended objectives and high standards of the organization.
4. Develop and manage timeline and task list for each individual event.
5. Coordinate and supervise vendors involved in each event.
6. Coordinate with Communications and Development staff and outside vendors to develop mail and distribute marketing materials for each event.
7. Develop and manage event budgets.
8. Recruit, assign and train on-site staff and volunteers for day-of-event needs.
9. Support effective and timely pre- and post-event activity for each event, including notes/minutes, meetings, evaluations, thank you letters, PO/payments, and other event details as appropriate.
10. Resolve service problems.
11. Support the VP, Director of Development and Board Members in tracking and soliciting Benefactor/Sponsorship giving.
12. Help to ensure all Benefactor and Sponsorship benefits are received by donors.
13. Serve as a member of the Development Team and participate in all team meetings and activities as assigned.
14. Exercise confidentiality in keeping with the Code of Conduct and with the framework of the law.
15. Deliver exceptional customer service consistently to every customer.
16. Serve as a role model for other staff, patients and customers and demonstrate positive guest relations in representing Rosecrance
17. Assume other related responsibilities as delegated and assigned

Physical Requirements/Percentage of Work Time

1. **Vision:** Must be able to read printed and/or handwritten materials from a variety of sources (75-100%)
2. **Hearing:** Must be able to hear well enough to communicate with coworkers, vendors and other customers (75-100%); answer incoming phone calls (0-24%)
3. **Standing/Walking/Mobility:** Must have mobility between departments within the facility and within outside facilities (50-79%),
4. **Climbing/Stooping/Kneeling:** (0-24%)
5. **Lifting/Pulling/Pushing:** Must exert up to 20 pounds of force occasionally and/or up to 5 pounds of force frequently to lift or move objects (25-49%)
6. **Fingering/Grasping/Feeling:** Must be able to finger keyboard for computer work and phone equipment for placing/receiving calls (75-100%)
7. **Sitting:** must be able to sit for prolonged periods of time when using the computer (75-100%)

Environment:

Exposure to bloodborne pathogens requiring the use of universal precautions and/or personal protective equipment.

Exposure to computers.

To Apply:

Please visit - <http://www.rosecrance.org/careers/>

For information - <http://www.rosecrance.org/careers/>

Or eyanez@rosecrance.org

Disclaimer:

The above examples are intended only as illustrations of various types of work performed in this position. The omission of specific statements or duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

Requirements are representative of the minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee will possess the abilities or aptitude to perform each duty proficiently.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Employee Signature

Date

Human Resources Acknowledgement

Date