

## Events Coordinator

Written by Boys & Girls Club  
Wednesday, 16 July 2014 10:43 -

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GREEN BAY - The Boys & Girls Club of Green Bay is currently seeking a qualified candidate to join our team as the Events Coordinator. This individual will be responsible for the successful implementation and oversight of all special events that increase financial resources and community awareness of the Boys & Girls Club of Green Bay. This position will develop strong event committees, manage staff, and work extensively with volunteers.

### Primary Responsibilities:

1. Manages the smooth operation of all special events, to include but not limited to:

- A Taste of Wine & Cheese
- Boys & Girls Club Week
- Donald Driver Day for Kids
- Golf Classic
- Kampaign for Kids (stewardship events)
- Steak & Burger

2. Develops and implements creative ideas that raise money and engage the community

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with Club initiatives.

3. Ensures that all invitations, “save the date”, advertisements, program books, signage, sponsor recognition pieces, and any other written and online collateral materials are correct, complete, appropriate, and distributed timely. Ensures that all who need to review the material have done so, which may include Committee Members, Marketing representatives, and executive leadership.
4. Acknowledges and promote corporate sponsors who underwrite event expenses or donate gifts, cash or in-kind services that minimize expenses.
5. Supports Master(s) of Ceremonies and auctioneers, oversees prop, lighting, music, and decoration attainment, setup, and take-down, development and distribution of event speaker scripts.
6. Ensures services are cost-effective and/or within budget, within deadline. Effective at building relationships with vendors and community partners, promoting the receipt of services in-kind. Ensure accurate and timely payment to vendors.
7. Recruits, trains and manages high-level volunteers as well as corporate participation. Identifies volunteer opportunities, creates job descriptions, and provides appropriate recognition to participants.
8. Ensures that media exposure is accurate, timely, appropriate, and complete – before, during, and after all events. This may include working closely with the Club’s Marketing and Community Relations Manager who is the direct contact with the media.
9. Creates and maintains records of prospective, past and active sponsors and donors for events. Proofs all acknowledgements that pertain to events prior to signature and supervises the mailing of acknowledgements.

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10. Maintains contact with donors, sponsors, vendors and volunteers during the year following each event to reinforce the appreciation of the participants in Club's programs.
11. Manages all event records (attendance, auction purchases, sponsors/donations, vendors) in the Club donor management system so that they accurately reflect the activity generated from each event.
12. Maintain detailed financial reports and analysis for each event, and record actual financial information; keeping it to-date continuously throughout the event planning and post-event periods.
13. Assist with the development and maintenance of written policies and procedures for the Resource Development Department. Develops and maintains organized, detailed records and documentation for each event.
14. Retrieves and delivers or oversees the retrieval and delivery of items and materials required for each event.
15. Reports to Senior Director of Development, at regular intervals or per schedule, progress on event planning, progress and feedback, including financial picture. Analyze and give feedback and suggestions. Perform duties as delegated by the Senior Director of Development and Executive Director.

For a full position description and information on how to apply, please visit our website at <http://www.bgcgb.org/contact-us/employment/>