

Job Description: Special Events & Donor Relations Coordinator

Title: Special Events & Donor Relations Coordinator
Department: Development
Date: Spring 2023
Position Reports To: Director of Development
Status: Exempt / Full-time

Summary: Under the direction of the Director of Development, plan and implement events intended to steward existing members and donors, and/or introduce potential prospects to the Center.

Job Duties:

- Center staff lead for Rendezvous Royale, interfacing and planning with partners and contractors.
- Manage the Center's signature gala, Patrons Ball, working with staff and community volunteers.
- Identify prospects and solicit sponsorships for Patrons Ball; other events as directed.
- Coordinating with the Development office, assist Trustees and Advisors in developing and planning off-site member and donor relations events.
- Assist the Development office in creating "touchpoints" to steward members and donors year-round, and implementation of same when required.
- Effectively work with Center staff, both in Development and other departments, to ensure efficient and excellent events.
- Manage all aspects of Center-sponsored Development events, including but not limited to budgeting and timely invoicing, guest lists, invitations, registration and payment processing, menus, set-up, seating arrangements, volunteer recruitment and training, logistics, and post-event debrief.
- Use Center databases such as Raiser's Edge and other applicable Center software as directed, and within established processes for accounting, event set-up, and other logistical details.
- Develop and implement event templates, checklists, and other organizational devices.
- Coordinate social events occurring during Center Board of Trustee meetings.
- Occasional evening and weekend work and travel.

Competencies:

- Ability to bring a high level of professionalism to event design and management.
- Highly organized and detail-oriented.
- Analytical thinker and solutions-oriented when challenges arise.
- Self-motivated and tactful.
- Demonstrates good judgment.
- Ability to juggle multiple priorities and meet deadlines with flexibility.
- Ability to build and successfully work within relationships with Center colleagues, Board members and Advisors, high level volunteer leadership, vendors, and event volunteers.
- Projects a professional and mature image; articulate, personable, and projects confidence and competence, even in intimidating situations.
- Sense of humor.

Supervisory Responsibilities:

- No direct reports, however, works closely with volunteers in carrying out these duties, and will need to direct staff, vendors, and volunteers in some situations.

Required Education and Experience:

- Four-year college degree.
- Experience in high-end event planning preferred.
- Skilled in Microsoft Office products, specifically Word and Excel.
- Understanding of database usage such as queries and report generation.
- Experience working in a professional environment.
- Non-profit experience preferred.

EEO Statement:

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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Position Analysis/Specifications

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting			x	
Standing			x	
Walking		x		
Bending Over		x		
Crawling		x		
Reaching		x		
Crouching		x		
Kneeling		x		
Balancing		x		
Pushing/Pulling		x		
Lifting/Carrying				
10 lbs or less			x	
11 lbs to 25 lbs		x		
26 lbs to 50 lbs		x		
51 lbs to 70 lbs	x			
Manual Dexterity			x	
Fine Motor Skills			x	
Gross Motor Skills		x		
Eye/Hand Coord.			x	
Near Vision				x
Far Vision				x
Color Recognition			x	
Hearing				x

Environmental Factors

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside	x		
Working Inside	x		
Working Alone	x		
Working Closely with Others	x		
Excessive Cold/Heat		x	
Excessive Humidity/Dampness		x	
Noise/Vibrations			x
Working with Chemicals/Detergents/Cleaners			x
Working Around Fumes/Smoke/Gas		x	
Walking on Uneven Surfaces	x		
Motorized Equipment or Vehicles	x		
Working with Machinery/Motorized Equip.			x
Climbing on Scaffolds or Ladders	x		