**EVENT PLANNER JOB DESCRIPTION**

**Job brief**

Events Planner is a highly visible role which demands extensive customer service skills, a high level of professionalism and willingness to handle all planning and administrative details of meetings and events. The ideal candidate must thrive in a challenging and fast passed atmosphere where prioritizing and multi-tasking are the norm. Exceptional attention to detail and first class organizational skills are mandatory. This dynamic position will report to the Director of Marketing and Events and work in a team environment to produce events, meetings and additional projects as required

**Responsibilities**

* Develop and maintain event software and databases.
* Manage all aspects of volunteer committees and volunteer coordination, including but not limited to, staffing, recruitment, supervision, training and acknowledgement.
* Coordinate event logistics, publicity, including public relations, advertising and collateral material design, production and distribution.
* Responsible for the development and fulfillment of the events budgets.
* Responsible for in-kind donation solicitations for each event.
* Cultivate and expand sponsorship development and fulfillment.
* Cultivate and implement with the President a business-based donor development program.
* Coordinate logistics of events.
* Send thank you notes to all agency donors in a timely manner.
* Write, submit and follow-up to ensure placement on media releases and stories to established contacts with local and regional media.
* Maintenance of website.
* Maintain and broaden social networking to benefit the organization.
* Actively participate and staff committees as necessary and appropriate.
* Assist the President and Vice President in other fundraising programs or grants as Necessary

**Requirements**

* The Event Coordinator should have some at least three (3) years’ experience planning and executing events of all sizes, ideally for a community organization.
* Individuals in this position must have demonstrated success in:
* Communication (listening, writing, and speaking)
* Building and leading teams that include volunteers
* Developing, implementing, and monitoring goals, objectives, and action plans
* Using Microsoft Office (i.e., Word, Excel, PowerPoint)
* Individuals in this position must be:
* Highly motivated and self-directed in achieving participant satisfaction and revenue goals
* associated with each individual event
* Able to multi-task, meet tight deadlines, and maintain composure under pressure in a fast-paced environment
* Committed to maintaining a professional appearance and demeanor at all times
* Creative in crafting solutions that maximize communication quality and quantity while minimizing costs
* Willing and able to handle a broad spectrum of day-to-day work duties as related to operations of the organization
* Ideally, individuals in this position are familiar with:
* Phelps business and community needs
* Basic project management techniques or methodologies
* Self-Management skills. Must be able to manage own time and priorities to ensure that deliverables are completed on time, within budget, achieving the desired scope, and at the required level of quality.
* Process skills. Must be detail-oriented. Must be committed to providing prompt responses to inquiries and requests, and to being relentless in following up until tasks are complete
* Thinking skills. Must be able to demonstrate success in solving problems, managing multiple priorities, escalating issues appropriately, making decisions, and developing creative approaches to intractable issues.
* Interpersonal skills. Must be able to listen actively, synthesize ideas, and obtain cooperation from others in transforming those ideas into action. Must be skilled at communicating orally and in writing, with emphasis on ability to present ideas clearly and concisely. Must be adept at maintaining effective working relationships with a wide variety of individuals at all levels in different professions.
* Psychological skills. Must balance focus with flexibility, enthusiasm with patience. Must be willing to take ownership and initiative. A positive, partnership perspective is essential, as is a high tolerance for ambiguity.