



PO Box 948 ~ Walworth, WI 53184
262.275.6131 ~ www.InspirationMinistries.org

POSITION DESCRIPTION – SPECIAL EVENTS COORDINATOR

Reports to: Vice President of Marketing and Development
Part time position

JOB SUMMARY

The Special Event Coordinator is responsible for coordinating 2-3 development events per year, each designed to attract a specific donor demographic.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Works to insure the successful continuation and expansion of existing Inspiration Ministries events and potentially creating new ones.
 - a. Plans, organizes and directs activities related to each special event
 - b. Works with VP of Marketing and Development to create vision for the event
 - c. Works with donors to secure event sponsorships
 - d. Creates methods to engage community members in the event
 - e. Oversees the many aspects of putting each event together including scheduling, vendor management, etc.
 - f. Writes and places news releases for special events
 - g. Develops and maintains working relationships with volunteers, service clubs, organizations and businesses
 - h. Researches and solicits new partnerships and sponsorships for events
2. Works in a safe manner and reports unsafe activity and conditions to appropriate personnel, follows safety policy and practices and adheres to responsibilities concerning safety prevention and adheres to all county and state laws

OTHER DUTIES

1. Attend and participates in department meetings
2. Participates in setting budget for Special Events
3. Work with volunteer coordinator to secure necessary volunteers
4. Attend staff chapel if it falls within scheduled work hours
5. As a member of the Marketing and Development team, other development duties may be assigned

QUALIFICATIONS

1. Possesses the skills and abilities to satisfactorily stage special events
2. Able to manage a budget
3. Able to prioritize work projects and problem-solve a variety of situations
4. Good basic knowledge of mechanical and physical safety
5. Possesses excellent written and verbal communication skills
6. Must be a self-starter and able to function as an “in charge” person

7. Competent in MS Word and able to operate standard office equipment related to auction/event management
8. Must be able to work flexible hours including some weekends
9. Possesses the energy and passion to complete the work
10. Must be able to relate to residents, staff, donors, customers and others with respect and diplomacy under all circumstances

WORK CONDITIONS

1. May be able to occasionally work from home and have means to do so

PHYSICAL DEMANDS

1. Must be able to lift, push/pull or carry up to 40 lbs as required
2. Must be able to lift, carry, bend, squat, reach and kneel using good body mechanics

Employee: _____ Date: _____

Supervisor: _____ Date: _____