

CASA of Denton County, Inc.

Job Description: Special Events Coordinator

Classification: Exempt Full-time Position

Reports to: Development Director

Qualifications:

- Bachelor's degree, preferably in related field, or equivalent experience
- Experience in special events, marketing and communications, and volunteer management
- Effective public presentation skills
- Excellent professional oral and written communication skills
- Organizational skills with attention to detail
- Ability to interact cooperatively with diverse populations and different types of personalities
- Computer literate with experience with Microsoft Office, database management programs, website and social media
- Ability to maintain confidentiality and discretion

Responsibilities:

- Events/Campaigns
 - Plan and implement major and minor fund-raising, public awareness and/or recognition events annually. These include but are not limited to: Pulling for Kids, March Against Child Abuse, North Texas Giving Day, Evening of Elegance Event, Arts and Jazz Parking Lot fundraiser, and Annual Recognition Event.
 - Coordinate volunteers and oversee CASA's annual drives for children's needs such as school supplies and Christmas giving.
 - Seek opportunities to increase, and serve as agency liaison for, third-party benefit events
 - Coordinate all contracts, sponsorships, registrations, guest speakers, decorations, supplies, and cleanup, etc. as needed for each event
 - Work closely with fund raising event committees and the Development Director to ensure division of duties, effective use of time, and management of budget.
 - Coordinate event volunteers for CASA hosted and third-party events, whether fund-raising or public awareness
- Public Relations/Marketing
 - Make presentations to increase community awareness and to acquaint community leaders and supporters with agency services
 - Develop and maintain professional contacts in the organization's service area
- Other
 - Assist in maintaining updated donor lists and fundraising event volunteer lists
 - Continuous evaluation and at least annual analysis of events, reporting to the Development Director.
 - Special projects and/or designated responsibilities as assigned
 - Supervise interns and/or community volunteers to assist with events and activities as needed
- Participate in continuing education opportunities relevant to this position
- Other duties as assigned by the Development Director

Conditions of Employment

- Flexible schedule includes regular office hours and frequent evening and weekend work
- Must have daily transportation in order to attend meetings and represent CASA in the public
- Bending and lifting when setting up for events, storing supplies, moving donations, etc.
- Standing for long periods of time when making presentations, at special events, etc.

Revised 12/12/2018.