



ORANGE COUNTY UNITED WAY
JOB DESCRIPTION

Job Title: Events Coordinator	Reporting To: Associate Director, Development
Department: Development	Position: Full Time/Non-Exempt

PURPOSE OF POSITION:

The Events Coordinator is a full-time administrative/events professional who provides coordination, planning, builds donor and event reports and assists with donor relations for the events and development team, reporting to the Associate Director of Development. Candidate should have event, donor database and acknowledgement experience; high attention to detail, and a passion for meeting donor expectations. One to three years administrative experience in an events, fundraising, donor relations, and/or customer service experience environment preferred.

KEY DUTIES AND RESPONSIBILITIES:

- Support Associate Director of Development and team on a daily basis to ensure deadlines are met
- Assist with the planning and execution of all event logistics, including but not limited to: event planning, budgets, communications, production, site visits, venue and vendor management, staffing, production, analysis and reporting, and flawless execution day of event
- Create and manage accurate records of event sponsorship, participation and attendance
- Assist volunteer event committees to ensure they have the tools necessary to serve as ambassadors for the organization
- Provide committee meeting administrative and logistics support (meetings set-up, collection of RSVP's, meeting minutes, etc.)
- Update appropriate committee rosters and department calendars
- Implement process improvements in order to streamline administrative and event operations
- Frequent processing of sponsorship gift payments, pledges, completing invoices, database entry and coordination with the Finance department
- Perform data entry, data clean-up and maintenance of database systems, as needed
- Participate in early morning and/or evening meetings and events, as required
- Compose and/or type donor/sponsor correspondence on an ongoing basis including drafting and processing sponsorship thank you letters, etc.
- Contribute innovative ideas and solutions for all events
- Perform other duties and projects as assigned

EDUCATION AND TRAINING REQUIRED FOR THIS POSITION:

- One to three years of experience in a non-profit, events, and/or other relevant work experience
- Experience in the management of event logistics and administrative support is preferred
- Preferred software knowledge, Microsoft Suite and CRM database
- Bachelor's degree preferred

TECHNICAL KNOWLEDGE

- Proficient computer skills with emphasis on Microsoft Office 365 (Outlook, PowerPoint, Excel, Word)
- Advanced Excel experience is preferred
- Experience in a business office and knowledge of business procedures and practices



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CORE COMPETENCIES:

Problem Solving and Decision Making

- Ability to work independently, making appropriate decisions with direction as needed
- Flexibility and ability to manage issues and crisis calmly and effectively

Communicating and Influencing

- Ability to demonstrate diplomacy in interactions externally and internally
- Exceptional written and oral communication skills
- Ability to represent Orange County United Way in a professional manner at all times

Business Knowledge/Savvy

- Experience in and a commitment to providing excellent results
- Ability to analyze and track results
- Team player with ability to provide superior customer service and apply sound judgement when dealing with committees, vendors, donors and volunteers
- Ability to work with a diverse group of people

Partnering and Teamwork

- Ability to work cross-functionally with marketing, finance, corporate engagement, and key initiative departments to achieve position objectives

Personal Excellence

- Ability to organize, prioritize and meet deadlines
- Ability to manage many projects at one time, prioritizing and planning for high efficiency
- Initiative and strong work ethic
- Extremely organized and detail-oriented
- Ability to learn quickly, multitask, work independently and in a team environment

Compensation

Commensurate with experience, education, and market \$22 – \$32 per hour. Competitive benefits.

Physical Demands

Physical demands are representative of the requirements necessary for an employee to successfully perform the essential functions of this position. The employee is required to actively listen and communicate clearly. The employee is required to stand and publically speak. The employee is required to walk, reach with arms and hands, climb, balance, twist, lean, move from one location to another, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close and far. Ability to operate a computer keyboard and mouse, and lift files and reports is required. Employee must be able to lift and carry 25 pounds.

The employee is required to talk and hear. The employee is often required to sit and use their hands and fingers to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb, balance, twist, lean, move from one location to another and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. **Reliable transportation and a clean driving record are required as the employee will need to travel throughout Orange County to visit with donors at their**



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preferred meeting locations and to travel to donor engagement events. Set-up and take down for donor engagement events. Ability to lift and carry 25 pounds. Participation in early morning and evening meetings and events will be required. The noise level in the work environment is usually quiet to moderate.

Send Resumes To:

recruiting@unitedwayoc.org
Orange County United Way
18012 Mitchell South, Irvine, CA 92614
www.unitedwayoc.org