



## ORANGE COUNTY UNITED WAY JOB DESCRIPTION

<b>JOB TITLE:</b> EVENTS COORDINATOR	<b>REPORTING TO:</b> DIRECTOR, SPECIAL EVENTS AND ANNUAL GIVING
<b>DEPARTMENT:</b> DEVELOPMENT	<b>POSITION:</b> FULL-TIME / NON-EXEMPT

### **Purpose of Position**

The Events Coordinator is a detail-oriented and highly organized professional responsible for supporting the planning, logistics, and administration of Orange County United Way's signature fundraising events and affinity group activities. The Events Coordinator plays a critical role overseeing logistics for donor stewardship events like Women United Quarterly Meeting and the annual Leaders United event. This position also supports all signature events with registration management, financial tracking and overall event logistics.

Orange County United Way's signature fundraising events include:

- Scorecard Event
- Women's Philanthropy Fund Breakfast
- Rally for Change Corporate Recognition Event
- Gala/Fall Fundraiser

### **Key Duties and Responsibilities**

- Lead logistics for affinity group events, including quarterly Women United meetings and an annual Leaders United event, ensuring smooth execution and meaningful engagement.
- Manage all RSVP lists, ticket and table registrations, and sponsorship entries through Greater Giving and Eventbrite.
- Oversee financial processes for events, including sponsorship gift processing, pledge tracking, invoicing, and reconciliation with Finance.
- Assist with event-day fundraising logistics such as auctions, raffles, wine pulls, and other revenue-generating activities.
- Collect and track sponsor guest names, logos, and other deliverables to ensure timely fulfillment of all promised benefits.
- Maintain accurate CRM data for sponsorships, event-day revenue, and donor engagement.
- Coordinate vendor relationships, production schedules, and event timelines to ensure seamless execution.
- Provide administrative support for event committees, including meeting coordination, RSVP tracking, minute-taking, and roster updates.
- Draft and manage donor and sponsor correspondence, including thank-you letters and follow-ups.
- Participate in early morning, evening, and occasional weekend events and meetings, as required.
- Contribute creative ideas and process improvements to enhance event operations and donor experience.



- Support the philanthropy team with logistics for stewardship events as needed.
- Perform other duties and special projects as assigned.

#### **Job Requirements /Technical Knowledge**

- Minimum of 3 years of experience in event planning, nonprofit development, or related fields.
- Proven track record in managing event logistics and providing high-level administrative support.
- Experience working directly with donors, sponsors, and volunteer leaders.
- Proficiency in Microsoft Office 365 (Outlook, Word, Excel, PowerPoint); advanced Excel skills preferred.
- Familiarity with CRM systems; experience with Andar is a plus.
- Bachelor's degree preferred.
- Strong organizational and project management skills with attention to detail.
- Ability to work independently and collaboratively in a fast-paced environment.
- Reliable transportation and a clean driving record required for travel throughout Orange County.

#### **Compensation**

- Commensurate with experience, education, and market, \$25-\$30 per hour. Competitive benefits.

#### **Core Competencies**

- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills** - Maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and obtains clarification; responds well to questions; participates in meetings.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.
- **Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration, regardless of status or position; accepts responsibility for own actions; follows through on commitments.
- **Language Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization.

#### **Company Standards**

All employees, in performing their respective tasks and duties, are to perform quality work within deadlines, with or without direct supervision; interact professionally with other employees, customers, and suppliers; work effectively as a team contributor on all assignments; and work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations. Willing to embrace change and new technologies. Commitment to the values and mission of Orange County United Way.



### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to be able to remain in a stationary position 75% of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, records, and office machinery. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine and computer printer. Occasionally ascends/descends stairs, and constantly positions self to maintain computers in the office, including under the desks. The person in this position frequently communicates with coworkers and customers who have inquiries about our business operations and the community we service; therefore, the person must be able to exchange accurate information. The employee must occasionally lift and/or move up to 25 pounds.

### **Send Cover Letter and Resume To:**

[recruiting@unitedwayoc.org](mailto:recruiting@unitedwayoc.org)

Orange County United Way

18012 Mitchell South, Irvine, CA 92614

[www.unitedwayoc.org](http://www.unitedwayoc.org)