



Events Coordinator & Lemonade Day City Director

Position Title: Events Coordinator & Lemonade Day City Director
Status: Salary, Full-Time*
Range: \$35,000 - \$42,000 (negotiable based on experience)
Reports To: Resource Development Director

**This position could be a job share position – two individuals working part-time between 20 and 30 hours a week. One as the Lemonade Day City Director and one as the Events Coordinator for the Club who also acts the Assistant Director to Lemonade Day.*

Works in conjunction with the Resource Development Director and Executive Director to ensure the smooth business operations of the fundraising division of the advancement effort. Supports all clerical and administrative work of the department.

RESPONSIBILITIES

- More than 90% of time spent in this position will include working with events.
- Coordinate new and existing fundraising or stewardship events such as SMART Girls, STRONG Women; Man-Up to Make a Difference; Eat-Thank-Love Luncheon; and more! As many as two events per month are possible. Currently, we anticipate no fewer than six fundraising or stewardship events per year. These events occur mostly on evenings and weekends.
- Coordinate new and existing program events such as Lemonade Day, Butterfly Kisses Dance, etc.
- Act as the primary party responsible for Lemonade Day and is the Lemonade Day City Director
- Chair the Lemonade Day Advisory Committee: host meetings, work with volunteers, lead and manage community partners, build relationships, and come to a group consensus when making decisions.
- Coordinate event logistics, including registration and attendee tracking, presentation and materials support, and pre- and post-event evaluations.
- Act as organizational liaison for ALL Club and Third Party events. Provide promotional support and attend events – this will also include evening and weekend events. As many as 1 event per month is possible.
- Work collaboratively with marketing, corporate giving and major gift staff to ensure appropriate leveraging of event volunteer, attendee and donor relationships. Soliciting cash gifts, sponsorships, in-kind gifts, and others is a part of this position. Must feel comfortable with solicitation of gifts.
- Fiscally responsible for event budgets and ensure they are adhered to.
- Create invitee list, send out invitations or other mailings, and manage RSVP list. Assist with RSVP follow up. This includes making phone calls to individuals and face-to-face interactions.

- Run reports and execute queries from the database to fulfill mailing requests and data reports.
- Assist with acknowledgements and stewardship by writing letters, receipts, etc.
- Assist the Resource Development Director and Administrative Director in managing and maintaining the fundraising departmental budget.
- Update event and event donor files (hard and electronic) as appropriate.
- Help develop and implement smooth business operations of the Development Office.
- Receive visitors and answer the office's phone with a high standard of professionalism.
- Complete Development copying and filing, as needed.
- Provide spreadsheet and word processing support.
- Help schedule meetings and room usage; coordinate catering and transportation as needed.
- Other duties include creasing and processing direct mailings related to events, making purchases for events, running errands for events, and other projects as assigned.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

- Knowledge of and experience with event planning.
- Ability to work weekend and evening events. Roughly 2 events per month.
- Act on behalf of the agency, carrying the values of the Club with you in the community.
- Excellent inter-personnel and verbal communication skills with ability to act in a mature and professional manner with top donors, the Board, and other stakeholders.
- A proven record of working cooperatively and flexibly as part of a team.
- Ability and interest in engagement with committee members – agency committees and community committees as the agency representative.
- Must be able to work with a diverse group of stakeholders to come to a group consensus when decision making. Ability to build that consensus and manage various ideas and opinions is key.
- Experience, familiarity and comfort with soliciting donations.
- Extensive administrative support experience in a fast-paced work environment.
- Good organizational skills required, with strict attention to details in all tasks.
- PC proficiency, and experience with word-processing and spreadsheets required.
- Ability to multi-task, set priorities, and maintain a positive attitude at times of increased workload.
- Previous work in a non-profit organization is not required, but is a plus.
- Database and gift processing experience is not required, but is a plus.

Please contact Leslie Abshier, Resource Development Director, at 812-332-5311 ext: 213 for more details. If interested, please send a cover letter and resume by email to Leslie at labshier@bgcbloomington.org or by mail to Boys & Girls Clubs of Bloomington, Attn: Leslie Abshier, P.O. Box 1716, Bloomington, IN 47402.