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Children's Home Society of Florida
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www.chsfl.org/treasurecoast
<https://careers-chsfl.icims.com/jobs>



Job Title: Special Event Coordinator

Location: Vero Beach (with some travel to Stuart)

To Apply: www.chsfl.org/careers

OBJECTIVE: Coordinate the planning and execution of special event activities and logistics to raise charitable contributions and increase community awareness along the Treasure Coast.

ESSENTIAL FUNCTIONS MAY INCLUDE:

- Plan, coordinate and execute all special event fundraising logistics and administration in conjunction with volunteers, Philanthropy staff, and Division Management in support of the annual Philanthropy Plan.
- Identify, recruit, manage, orient and support special event focused volunteers, committees, auxiliaries and fundraising groups.
- Develop a comprehensive event plan with appropriate goals, objectives, tactics and deadlines.
- Participate in the Philanthropy Department efforts to cultivate, secure and recognize special event donors, event participants, sponsors, gift-in-kind donors, vendors and volunteers.
- Participate in budget development for events; track expenses against goals and prepare reports on result; identify trends and make recommendations for the future.
- Execute local marketing and promotion activities to increase awareness and participation in special events.
- In collaboration with Philanthropy staff, prepare presentations, materials, and communications.
- Establish metrics for evaluation and build evaluation process for each event; oversee event evaluation process.
- Analyze and report on metrics with the goal to consistently improve event, guest and volunteer experience.
- Participate in the quality improvement process.

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Building Bridges to Success for Children*