

Special Events and Volunteer Coordinator OLV Charities

POSITION SUMMARY:

The Special Event Coordinator plans, implements and evaluates revenue and non-revenue events presented by the OLV organizations. Fundraising events include, but are not limited to, Victory Night; Friends of Father Baker Reception; Friend-raising events include but are not limited to Father Baker Day Mass; Centennial Celebration Events surrounding OLV National Shrine and Basilica. The SEC will also be called upon to organize “friend-raising” events and activities designed to boost awareness of our mission and further engage our stakeholders and build volunteer support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Identifies, cultivates, solicits and stewards special event sponsors and guests.
2. Oversees the administrative components of event planning, including, but not limited to, compiling statistical reports, monitoring event income and expenses, preparing financial transactions and billings.
3. Accurately tracks and monitors the progress of the event-planning process resulting in event goals (attendance, virtual participation, finances, etc.) being met within budgetary parameters. Make recommendations and implement solutions based on results.
4. Utilizes OLV’s donor-relationship software to keep track of donations, sponsorships and ticket sales. Utilizes other software including on line auction.
5. Establishes and maintains positive relationships with volunteers, sponsors, guests, caterers, banquet facilities and vendors.
6. Recruits, trains and supports event volunteers.
7. Establishes and maintains effective communication and working relationships with appropriate personnel and volunteers at the OLV agencies (OLV Charities; OLV Human Services; OLV National Shrine/Parish/Elementary School).
8. Prepares event-related mailings, emails, social media posts and/or web stories
9. Develops, organizes, manages and maintains appropriate records and files related to job functions.
10. Manages and updates a master list of perspective sponsors, event attendees/participants and in-kind donors. Works with internal and external committee members to maintain records.
11. Other related duties as assigned.

SKILLS

1. Demonstrated initiative, skills and ability in organizing and executing successful special events, both in-person and virtual.

2. Ability to effectively recruit, train and engage community volunteers and staff to secure support of special events and the overall mission of OLV.
3. Ability to identify, cultivate, solicit and steward special events chairs, sponsors, honorees and guests.
4. Skilled at building and maintaining effective communication and working relationships with special events stakeholders including honorees, volunteers, guests, vendors, staff and venue personnel.
5. Ability to accurately track, monitor and report on the progress of the event-planning process resulting in the successful achievement of event goals (financial and attendance).
6. Ability to create and manage individual event budgets and work within those perimeters.
7. Ability to develop, organize, manage and maintain appropriate records and files related to job functions.
8. Ability to manage and update master list of prospective sponsors, event attendees and in-kind donors.
9. Ability to develop and collaborate on effective event-related communications, mailings, social media posts and web promotions.
10. Proficient with Microsoft Office Suite (Microsoft Word, Excel and Outlook)
11. Knowledge of and ability to learn and utilize donor database systems including electronic bidding systems and virtual software.
12. Ability to effectively prioritize and organize work and keep track of projects and deadlines.
13. Enthusiasm for and ability to work in a collaborative, fast-paced environment.
14. Skilled at providing excellent customer service.
15. Ability to demonstrate OLV Charities' values and mission

EDUCATION AND EXPERIENCE

1. Bachelor's degree in a related field required
2. 1– 3 years' experience in special events, volunteer recruitment or development required
3. Experience in building and maintaining relationships with volunteers, vendors, stakeholders and customers preferred
4. Experience in utilizing Microsoft Office products (Word, Excel, Outlook) required
5. Experience with donor database systems including electronic bidding systems and virtual software preferred

Email resume and cover letter to: ResumeHRGeneralist@gmail.com

Or send cover letter along with resume to:

OLV Charities; Human Resources Department
780 Ridge Road
Lackawanna, NY 14218