



a seriousfun camp

# Special Events Coordinator

**Title:**

Special Events Coordinator

**Reports To:**

Director of Development and Marketing

**Position Summary:**

Coordinate, plan and implement all Roundup River Ranch (RRR) special events. This includes but not limited to developing annual special events plans and goals, working with vendors to secure competitive bids, hiring vendors to support the events as needed, coordinating with the event committee to ensure engagement and support implementation of their vision, organizing and fulfilling all logistics related to events, working with individual fundraisers to support donors involved with special events, and work with the Director Of Development & Marketing and the Development & Marketing team to implement fundraising tactics related to special events.

**Qualifications:**

- Candidates should have a proven and successful track record of coordinating special events.
- 3+ years' experience working in a nonprofit and fundraising environment preferred.
- Preference will be given to those candidates with extensive knowledge of computer systems and development databases; i.e. Raiser's Edge. Strong word processing and spreadsheet knowledge required.
- Strong organizational skills and the ability to establish priorities are essential.
- Multi-tasked manner of thinking. Excellent administrative skills, highly motivated, and a proven ability to produce results in a deadline-oriented environment.
- The ability to set goals and develop a plan to achieve goals.
- An ability to enthusiastically advocate for children.
- Self-confidence leading to creativity, and flexibility.
- Independence, reliability, accuracy, and expedience in addressing his or her duties.
- The ability to handle pressure and meet deadlines with a minimum level of supervision and/or instruction.
- A strong team orientation toward both internal and external constituencies. Individual must be independent, accurate, reliable, and a fast worker.
- An undergraduate degree from an accredited college or university is preferred

**Key Responsibilities:**

**Event Logistics and Management**

- Provide management of Roundup River Ranch's special event functions.
- Work in partnership with the DODM to develop annual special event plans and strategies, setting key outcomes for each event.

Plan, develop and execute Roundup River Ranch signature events, including but not limited to A Grateful Harvest, Taste of Camp, Campfire Games, Superhero Ski Day, Roundup the Stars Soiree's and other third party and cultivation events.

- Demonstrate an excellent "can-do" attitude.
- Demonstrate a commitment to success in inter and intra-team relationships and cooperation.
- Provide strong vision, strategic direction and motivation for the special events area.
  - Provide clear objectives and evaluation measures for each event.
  - Maintain complete donor records.
  - Develop a strong working relationship with key members of the Roundup River Ranch Board and other critical Roundup River Ranch stakeholders.
  - Develop strategies and tactics to provide for an excellent volunteer experience.
  - Develop strategies and tactics to provide for excellent special event participant experience.

- Develop strategies and tactics to provide for excellent key message delivery at all special events.
- Negotiate with venues, consultants, and vendors to secure rates that are supportive of expense budgets.
- Manage Chefs, consultants and vendors prior to and during the event to ensure flawless integration into events.
- Develop content for event correspondence, collateral materials, social media, email campaigns, sponsorship letters/decks, and web.
- Assist with the development of concepts, themes and formats of major events that engage supporters, infuse camp, increase brand awareness and grow revenue.
- Inform and update staff members and other key stakeholders in a timely manner on event updates and individual roles of support before, during and after events.
- Coordinate and communicate with all event committees by scheduling regular meetings, identifying meaningful opportunities for engagement and communicating action steps and outcomes along the way.
- Manage timelines, checklists and deadlines related to all aspects of events, ensuring key information is communicated with staff, volunteers, committee members, contractors and other constituents.
- Create event programs, scripts and live auction/program book content, infusing the camp spirit into each event program from start to finish.
- Work with Volunteer Recruiter for internal and external event volunteers before, day of and after the event.
- Oversee and execute post-event coordination including but not limited to internal and external debrief meetings, recognition of key constituents, submission of in-kind documentation from non-monetary gifts, and collection of revenue.

**Work with Director Of Development & Marketing to support special events in the following areas:**

- Developing prospect lists for each event and work with each relationship manager/individual fundraiser to devise solicitation plan, outreach strategy and continued stewardship of event donors within their respective portfolios.
- Creating sponsorship materials, patrons' letters and relevant sponsorship communications.
- Tracking and manage all sponsorship benefits.
- Working with committees, board members and key donors to secure live auction packages for relevant signature events.
- Creating and managing the special events budgets and ensure that expenses are well managed and within the scope of the annual operating budget.

**General**

- Participate in Development Team meetings and staff meetings.
- Assist & support the Director of Development and Marketing in communication and working with the Board of Directors, Development Committee and Advisory Committee by working with them to achieve annual special events fundraising goals.
- All other duties as assigned by the Director of Development and Marketing.

This is a full-time year-round position with competitive benefits.

**Application and Nomination:** Review of applications will begin immediately and will continue until the position is filled. Please submit a resume and cover letter to Emma Whiting at [emma@roundupriverranch.org](mailto:emma@roundupriverranch.org). Please visit Roundup River Ranch's website at [www.roundupriverranch.org](http://www.roundupriverranch.org). Roundup River Ranch is an equal opportunity employer.