

# **Nonprofit Event Coordinator**

St. Vincent's is seeking a Full-time (40 hours per week) Nonprofit Event Coordinator to assist with St. Vincent's two fundraising events each year. These events are a charity golf tournament and a fashion show and luncheon. The Nonprofit Event Coordinator will be the lead in planning and execution of these special fundraising events. The position includes cultivating sponsors, silent auction donors, and being the main contact with event venue staff and volunteers. This position is a seasonal position; every year from July through December 15th.

## **JOB RESPONSIBILITIES**

- Research, cultivate and solicit new and existing donors to support special events to secure sponsorships and donations for silent auctions.
- Be a positive representative for St. Vincent's with the community, staff and volunteers.
- Support event committees through record keeping, planning meetings, preparing minutes and correspondence.
- Support communication and coordination with event vendors.
- Plan the logistics of the event including project planning and execution, while following the event budget.
- Create event marketing materials including signs, programs, nametags and handouts. Create donor mailings including event invitations and remit envelopes. Produce event promotions on the Canva platform and distribute on social media using Hootsuite.
- Maintain and consistently update spreadsheets of all special event timelines, action items and future plans.
- Be the key associate at special events including preparation, set-up, event execution and tear-down.
- Perform gift processing and donor tracking in software. Track event attendees and maintain attendance records for special events. Utilize innovative techniques and emerging software to streamline event registration, check-in, silent auction purchases and check-out.
- Responsible for event silent auctions including soliciting individual donations and creating silent auction packages. This includes assembling silent auction baskets and creating marketing material for the items. Creating and updating online silent auctions and ensuring a smooth purchase process for the donor.
- Major donor development: Works to steward potential new major sponsors and donors.
- Fulfills additional duties in the Development Department as needed to achieve the mission of St. Vincent's.

## **QUALIFICATIONS**

- Education: Bachelor's degree required; advanced degree is highly desirable.
- Experience: Minimum 3-5 years of special events experience, nonprofit events preferred.

- Minimum 2-3 years of fundraising experience preferred.
- Corporate and/or Business-to-Business sales leadership experience may be substituted for fundraising experience.
- Significant expertise with the Santa Barbara's funding community highly desirable.
- Skills and Abilities: Ability to relate well and work effectively with multiple constituencies and audiences.
- Excellent verbal and written skills. Knowledge of office systems: MS-Office preferred and fundraising database systems (e.g. Bloomerang); marketing and social media systems including Canva and Hootsuite.
- Highly organized and detail oriented to manage event timelines and marketing processes. A team player with a positive can-do attitude.

Hours: Typically Monday-Friday 8:00 a.m.-5:00 p.m.; occasional weekends required as needed to support special events.

Must pass criminal background and fingerprint check, pre-employment physical with negative TB test, and have valid California Driver's License with clean DMV record.

Compensation depends on experience.

Benefits eligible position after 60 days including health insurance, dental insurance, vision insurance, life insurance, retirement plan, gym stipend, paid time off (PTO), paid holidays, and a generous enrollment discount at our Preschool Center.

Please submit your Cover Letter and Resume to Human Resources via this job posting, or fax to (805) 967-7508. EOE.

### **NO PHONE CALLS PLEASE**

St. Vincent's is a Roman Catholic organization sponsored and operated by the Daughters of Charity of St. Vincent de Paul, which provides programs for children, families, and seniors that are based on community needs. St. Vincent's is the longest continuously operating human service agency in Santa Barbara. St. Vincent's began operations in 1858. For more information, please visit our website at <http://www.stvincents-sb.org>