



Job Title:	<i>Donor Engagement and Events Coordinator</i>
Reports to:	<i>Director, Engagement and Corporate Relations</i>
Date:	<i>August 2022</i>

#### **BIG SHOULDERS FUND**

Big Shoulders Fund is an independent tax-exempt charitable organization that serves lower-income schools which provide a values-based education for children, thereby contributing to stronger communities. We serve students in 92 schools in the Chicago area and Northwest Indiana. Each school is a vital resource for students, families, and communities, with research showing that when a Big Shoulders Fund school closes, the surrounding area experiences an increase in violence and a decrease in social cohesion.

For more than thirty-five years, Big Shoulders Fund has helped Chicago's children achieve their dreams through access to high quality education. We accomplish this by investing more than \$20 million annually in scholarship support and enrichment programming for students; operational improvements for schools; cultivation of talent pipelines for school personnel from new teachers through veteran principals; and professional development and support for educators and leaders – all with the goal of not just strengthening schools, but whole communities, while preparing students for life-long success. A recent survey of a sample of alumni of Big Shoulders Fund schools showed African-American alumni graduated from college at a rate more than twice the national average and Hispanic alumni graduated at a rate more than three times the national average.

#### **POSITION OVERVIEW**

The *Donor Engagement and Events Coordinator* is responsible for supporting the Engagement Team's efforts in engaging supporters with Big Shoulders Fund's mission as well as the smooth execution of a wide range of events hosted annually by Big Shoulders Fund. These events include Big Shoulders Fund Ball, Golf Classic, Lend a Shoulder Day, Bowl for Big Shoulders, Big Shoulders Fund Racing Team, board meetings of all four boards, a holiday reception, networking events and more. Reporting to the *Director of Engagement and Corporate Relations*, the *Donor Engagement and Events Coordinator* will demonstrate exceptional organizational abilities and attention to detail, superb interpersonal skills and precise time management talents in planning and delivering each event.

#### **ESSENTIAL JOB FUNCTIONS**

- Manage smooth execution of all logistical aspects of Big Shoulders Fund events, including the Big Shoulders Fund Ball, Golf Classic, Lend a Shoulder Day, Bowl for Big Shoulders, Big Shoulders Fund Racing Team, board meetings of all four boards, holiday reception, networking events and more.
- Work with staff and vendors to plan and implement event concepts that meet Big Shoulders Fund's goals for each event.
- Prepare and secure management approval of event budgets; ensure that events are produced within agreed budgets.

- Within parameters of approved budgets, negotiate and review contracts for venues, meals, beverages, décor, communications, and other materials for approval by Big Shoulders Fund management.
- Support the fundraising team in identifying donor and sponsor prospects for each event; assist relationship managers in preparing sponsor and donor solicitations, and tracking revenue commitments to meet agreed event fundraising goals.
- Develop and disseminate event timeline and flow to all appropriate participants.
- Oversee event logistics; develop contingency plans and make sure all key participants (Big Shoulders Fund staff, staff of the venue, etc.) are aware of the event timeline, flow, and contingency plans.
- Liaise and work professionally with vendors and/or other suppliers to ensure smooth execution of each event.
- Strategically create and deliver all event marketing materials and communications in coordination with the *Director, Donor Engagement* and the communications department.
- Work closely with communications team to develop communication materials for each event (invitations, sponsor solicitations, emails, signage, scripts, audio visual presentations) such that they are prepared on the agreed timeline and meet messaging and branding standards.
- Following each event, review all billings to ensure they conform to agreed contracts; enter and manage payment requests to ensure vendors are paid in accordance with contract terms.
- Prepare written post-event analysis of each major event to detail ways to improve event flow and logistics for subsequent years or similar events.
- Create and post event thank you's to engage participants to continue to give, support and participate again in the future.
- Oversee communication to stakeholders for completion of event surveys.
- Manage and support creation of all event campaign sites for fundraising events, peer-to-peer fundraisers and more.
- Manage Racing Team fundraising reports and contracts with the Bank of America Chicago Marathon.
- Lead 1-3 volunteer service day events in partnership with the *Manager, Volunteerism and Engagement*.

#### **OTHER DUTIES**

- Work cooperatively with Big Shoulders Fund staff and perform other duties as assigned in support of the overall mission of the Big Shoulders Fund

#### **REQUIREMENTS**

- Minimum of a Bachelor's degree, with concentration in hospitality, event management or related field a plus
- 1-3 years of experience in event planning and management, preferably in a nonprofit setting
- Exceptional organizational, problem solving, and time management skills; ability to multitask and set priorities among competing activities
- Excellent interpersonal skills and the ability to work cooperatively in a team environment
- Clear, concise written and verbal communication skills
- Proficiency in event management software, Microsoft Word and Excel; experience in Salesforce software highly desirable
- Successful completion of a Certified Meeting Planner (CMP) program highly desirable
- Cultural sensitivity and ability to work collaboratively with diverse groups of people
- Commitment to and passion for improving access to high-quality, values-based education options for all children
- Commitment to excellence

- Highly motivated and adaptable with a strong work ethic; operate with honesty, integrity, and a positive attitude
- Strength in establishing and maintaining cooperative and effective working relationships with others
- Ability to work some weekends and evenings for Big Shoulders Fund events

**NOTE:** *This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization and the students/schools it serves.*