

## Literacy Now Job Description

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**Job Title:** Event Coordinator

**Job Status:** Full-time, Salaried, Exempt

**Reports to:** Development Director

**Job Description:** The Event Coordinator is responsible for event coordination, implementation, logistics, volunteer interaction, donor relations, and post event reporting for Literacy Now's two annual events: Magnums Make a Difference and the Guild Luncheon. The Event Coordinator will also provide support to the Development Director for Houston Reads Day.

**Required Skills:** The Event Coordinator must have event experience and a proven track record of event management and success. They must also be proficient and have substantial experience in Word, Excel, PowerPoint, CRMs (experience with Network for Good and/or Greater Giving are a plus) and be able to manage and prioritize multiple tasks. Must have the ability to effectively manage and motivate event volunteers including Chairs and Committee members. Must have a passion for making a difference, have strong communication (verbal and written), organization and problem-solving skills, as well as willingness to be part of a team. A valid driver's license, proof of insurance, and reliable personal transportation are required.

### Event Coordination

- Responsible for the management, coordination, and implementation of all fundraising events.
- Secure and coordinate all event vendors (i.e. venue, catering, floral, photography, etc.)
- Proactively plan event projects and tasks.
- Create and manage event timeline.
- With the Development Director, calendar all marketing and social media needed for each event.
- Serve as a liaison with event Chairs and Committees.
- With the Executive Director and Development Director, support committee driven solicitation of sponsors, underwriting, auction and raffle items, as well in kind good/services for each event.
- Create action items and follow-up with responsible parties to ensure timely completion
- Handle administrative details associated with event committee meetings.
- Assist in preparation of reports associated with all fundraising efforts, including projected income, expenses, and budget comparisons.
- Oversee event budgets
- Coordinate the mailing of all sponsorship materials and invitations.
- Oversee Administrative Assistant and/or volunteers for the timely distribution of donor thank you letters and Welcome Kits for new donors.
- Produce post event reports including financials.
- In coordination with the accounting firm, reconcile event income and expenses.

### General Administrative Support

- With the Administrative Assistant, oversee the donation acknowledgement process (monetary and In-Kind) and prepare acknowledgement letters and other correspondence (i.e. tax receipts) as requested.

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- With the Administrative Assistant, oversee the logistics for all mailings (invitations, solicitation letters, etc.):
  - Ordering & assembling materials
  - Mailing (with assistance from printer or mail house)
- Other support as requested.

### Other General Responsibilities

- Additional duties as assigned
- Be a good role model and always display strong character values and respect students, co-workers, and faculty.
- Arrive at work on time with a positive attitude and ready to work.
- Attend all meetings and trainings.
- Respect and abide by all policies and procedures set forth by Literacy Now. Read your employee manual.
- Wear appropriate attire – jeans may be worn in the Literacy Now office or at other in-house meeting sites. Jeans are not permitted to be worn while attending meetings on school sites or with donors.

### Safety & Risk Management

- The Event Coordinator should be aware that all information published on a blog or public website (Facebook, etc.) is publicly accessible. You are advised to be mindful that the information you post on the internet will likely be seen by members of the Literacy Now community and could reflect poorly on your character. Therefore, information posted on public websites that reflects poor character values is putting your job at risk.
- Employees may not be alone with or have contact with children they meet in Literacy Now programs outside Literacy Now. This includes babysitting, sleepovers, riding in cars, conversing with on the phone via spoken word or text, through online media, or inviting children to their homes

### Work Schedule

- The Event Coordinator is a full-time position.
- The Event Coordinator is expected to attend all training and regularly scheduled meetings.
- Unless attending meetings, the Event Coordinator is required to work in the Belmont office on Mondays, Wednesdays, and Thursdays from 9:00 – 3:00. Tuesdays, Fridays, and late afternoons may be worked off site or at the Belmont office.
- Evening and weekend work is required to attend, manage, and assist with events and Literacy Now programs.
- Schedules may change due to unforeseen circumstances.

By signing below, the Event Coordinator understands and accepts all rules and responsibilities of job described above.

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Employee

Signature of Employee

Date