

# Hope Clinic for Women Job Description



<b>Position Title:</b>	Event Coordinator
<b>Position Type:</b>	Part Time; 20-25 hours/week with seasonal fluctuations Days and hours of work are Monday – Thursday 8:30am-5pm and Fridays from 8:30am-2:30pm. There will be occasional work performed on weekends or at nights, during events, for example.
<b>Work Environment:</b>	This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.
<b>Reports To:</b>	Development Director

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## Mission

*Hope Clinic for Women* is a faith-based, safe and confidential place for anyone dealing with life choices regarding past, present and future pregnancies. We provide education, counseling and medical care for anyone regardless of age, race or religion.

## Vision

*Hope Clinic for Women* is a Christ centered ministry existing to honor the sanctity of all human life as exemplified by:

- Teenagers and single adults choosing abstinence until marriage
  - Women and men choosing life for their child in the midst of a pregnancy
  - People experiencing God's grace and forgiveness after an abortion
  - The transformation of hearts and lives by discovering the purpose and potential God intended for all His children
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**Description:** Hope Clinic is seeking a skilled event coordinator to lead and strategically coordinate our suite of fundraising events. Our organization relies on fundraising events to bring in nearly 30% of our annual revenue and while many individuals contribute to an event's overall success, the logistics, strategy, and execution will be led by this position. We are looking for someone who is organized, adaptable, and passionate about our work to serve women in the midst of an unplanned pregnancy.

## Fundraising Event Planning and Coordination

Events include: Gala (March), Smoke on the Water, *tentative* (April), Women of Hope (throughout the year), Cider Carols (Dec) and one-time events

- Leads strategy and execution of all events, assisted by Development Coor., Development Director, and CEO
- Plan and execute directly:
  - Define vision and branding for events.
  - Manage communications with attendees and sponsors/table hosts; assist with recruiting.
  - Research & request proposals for venues, entertainment, speakers, vendors, caterers, décor, etc.
  - Vendor communications – quotes, invoicing, maintaining budget.
  - Oversee mailing process for all event invitations.
  - Manage event registration and checkout process.
- Serve as on site/day-of coordinator for event logistics.
- Assist budget tracking and pledge receivable (invoicing).
- Plan, manage and execute "The Big Give Back" (community wide one day giving event).
- Manage a quarterly intern or volunteer team for the procurement of auction items for Cider Carols and Women of Hope.
- Manage event volunteer relationships throughout the year and during events.
- Build relationships with event vendors, event volunteers and attendees to create future partnerships and giving opportunities.

**Administration – 1 hour/week**

- Donation batching in conjunction with finance department.
- Input all event attendee information in Salesforce/CRM.

**Meetings:**

- Regular check-ins with Development Director
- Weekly virtual all staff check-in
- Weekly team meeting
- (optional) Monthly Continuing Education opportunities
- Quarterly Staff retreats (usually on a Friday, 8:30-2:30)

**Qualifications/Skills:**

- Experience in event fundraising and development
- Experience with Salesforce or other CRM
- Management of volunteers or other staff
- Bachelor's degree preferred
- Proficient computer skills and in-depth knowledge of MS Office Suite required
- Excellent written and verbal communication skills
- Strong organization skills and high attention to detail – numbers, spelling, grammar
- Willingness to take initiative and responsibility
- Judgment and decision-making ability in fast-paced situations

**AAP/EEO Statement:**

Hope Clinic for Women provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, disability or genetics. In addition to federal law requirements, Hope Clinic for Women complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Hope Clinic for Women expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.