

**JOB DESCRIPTION:
EVENT COORDINATOR**

Position Summary:

The Event Coordinator is responsible for the planning and execution of Life Services fundraising events. This role oversees all event logistics, from initial concept and budget management to vendor coordination and post-event reporting, while also collaborating with the various teams and individuals on fundraising strategies and donor cultivation.

Reports to: Life Services Business Director (BD)

Employee Status: Part-Time, hybrid remote and weekly in-office meetings.

Compensation: DOE

A. BASIC REQUIREMENTS of all Life Services employees:

1. Demonstrates a firm commitment to Jesus Christ as Lord and Savior.
2. Committed to the pro-life perspective.
3. In full agreement with the LIFE SERVICES' Mission Statement, Statements of Faith and Principle, and Statement of Marriage Gender and Sexuality.
4. Maintains faithful attendance in a local church.
5. Maintain a personal relationship with Jesus Christ through devotions, prayer, and/or Bible study.
6. Dependable, stable, and capable of following through on commitments.
7. Able to express a basic, Biblical understanding of human nature.
8. Demonstrates respect for clients and supporters at all times.
9. Possesses knowledge of Scripture, especially as it pertains to the sanctity of human life, forgiveness, and salvation.
10. Able to respect confidentiality.
11. Attends and completes current Life Services Orientation and training.
12. Attends Life Services staff meetings as deemed necessary by Executive Director.
13. Completes a criminal history check and check of the central registry for child abuse.
14. Capable of maintaining a neutral stance on the question of adoption vs. parenting the child.
15. Possesses a current driver's license and automobile insurance, which includes medical and liability coverage.

B. PRIMARY QUALIFICATIONS

1. Proven experience in event planning, preferably with a focus on fundraising events.
2. Strong organizational and project management skills, with the ability to manage multiple projects simultaneously and meet deadlines.
3. Excellent communication, interpersonal, and negotiation skills.
4. Ability to work independently and as part of a team.
5. Creative and innovative thinker with a passion for event planning.
6. Proficiency in Microsoft Office Suite and Google Suite.
7. Experience with event management software (Auctria, Monday.com) is a plus.
8. Ability to problem solve and delegate tasks with clarity.
9. Excellent communication skills including in person, phone, and email.
10. Strong attention to detail in data entry and event set up.
11. Ability to lift up to 40lbs and also stand for long periods of time.

C. DUTIES OF THE MARKETING COORDINATOR:

1. Manages all aspects of annual fundraising events, from conception to post-event analysis.
2. Develops event themes, manages budgets, and secures venues.
3. Coordinates logistics, including catering, rentals, A/V, and vendor contracts.
4. In conjunction with Marketing Coordinator implements marketing and promotion strategies to maximize attendance (200+).
5. Oversees event registration, ticketing, and on-site execution in conjunction with Event Planner (third party).
6. Collaborates with the development team on fundraising initiatives, including sponsor/donor cultivation.
7. In conjunction with Business Director develops sponsorship packages and manages sponsor relationships.
8. Tracks event revenue and expenses, preparing post-event reports.

9. Works collaboratively with Life Services Staff, leading event task management and delegation.
10. Oversee and implement staffing for events including Life Services Staff and Volunteer including preparation, day of leadership, and post-event follow up.
11. As part of the Development Team performs other duties as deemed necessary by BD or ED.

Employee Initials _____ Supervisor Initials _____ Date _____

Updated by Elizabeth Morrison, Business Director 2/24/25