



**Posting Date:** November 1, 2024

**Position Title:** Special Events Coordinator

**Classification:** Exempt Status

**Location:** In-person – Rockland County, NY – New City, NY

**Reports to:** Director of Development

**Anticipated Start Date:** ASAP

Center for Safety & Change is a nonprofit organization dedicated to providing services to victims and survivors of domestic violence, sexual assault, human trafficking, and other crimes. Our mission is to end gender-based violence and support victims and survivors through crisis intervention, advocacy, and empowerment. We are committed to fostering a supportive and inclusive community for all individuals affected by trauma.

#### **POSITION SUMMARY:**

The Special Events Coordinator will play a pivotal role in advancing the mission of Center for Safety & Change by planning, organizing, and executing fundraising and community engagement events. This role is essential to strengthening the organization’s visibility, expanding its donor base, and generating support for its vital programs. In addition, the Special Events Coordinator will be responsible for managing the donor database, tracking donations, and ensuring timely follow-up communications with donors and event participants.

This is a dynamic position ideal for someone with a passion for nonprofit work, a knack for event planning, and experience in donor stewardship. The Special Events Coordinator will work closely with the Director of Development, other team members, volunteers, and community partners to ensure the success of fundraising initiatives and community-building events.

This position offers an exciting opportunity to make a tangible impact in a growing nonprofit dedicated to empowering survivors of gender-based violence. If you’re looking for a challenging and rewarding role with a strong team, we encourage you to apply!

The Special Events Coordinator position is a full-time, exempt, 35-hour per week, role. The position is designed for someone who wants to develop in a growing organization and is willing to work and think outside of the box — a person who is able to interface with volunteers, Board members, community members, staff and leadership in order to promote the Center and identify philanthropic opportunities. Some evening hours and weekends are required.

#### **YOU’LL BE RESPONSIBLE FOR, BUT NOT LIMITED TO...**

##### **Event Planning & Execution:**

- Coordinate and manage all aspects of special events, including fundraising galas, auctions, donor appreciation events, community outreach activities, and smaller donor gatherings.
- Collaborate with internal teams and external vendors to secure venues, arrange logistics, handle invitations, and oversee event marketing and promotions.

## YOU'LL BE RESPONSIBLE FOR, BUT NOT LIMITED TO (CONT.)...

- Develop event timelines, track RSVPs, and ensure smooth day-of operations for events, ensuring a positive guest experience.
- Assist with event sponsorship acquisition, ensuring sponsors receive the appropriate recognition and benefits.

### **Budget & Financial Management:**

- Work with the Director of Development and the finance team to establish and monitor fundraising budgets, ensuring that expenses align with revenue goals. Provide regular updates on fundraising performance.

### **Donor Database Management:**

- Maintain and update the donor database (e.g., DonorPerfect, Raiser's Edge, or similar CRM system) to track donations, event attendees, and communication history.
- Ensure donor information is accurate and up-to-date, and that event participation data is recorded appropriately.
- Generate regular reports from the donor database to track fundraising progress, analyze donor trends, and inform future events and campaigns.
- Assist with donor segmentation and targeting for event invites and communications, ensuring personalized outreach based on donor history and preferences.

### **Donor Stewardship & Communication:**

- Provide excellent customer service to event attendees and donors, addressing any questions or concerns related to events or donations.
- Collaborate with the development team to send out thank-you notes, recognition letters, and other communications related to event participation and donations.
- Work closely with the marketing team to create event promotions, including email campaigns, social media posts, and printed materials.

### **Administrative Support:**

- Provide administrative support for event planning, including creating and maintaining event budgets, tracking expenses, and ensuring events stay within budget.
- Assist with post-event evaluation, gathering feedback from participants, sponsors, and stakeholders to continuously improve event strategies.

### **Other Duties:**

- Perform other duties as assigned by the Development Director.

## POSITION QUALIFICATIONS:

Based on the desired skills, knowledge, and attributes you've listed, it seems you're looking for an individual who can effectively manage various aspects of event planning, fundraising, and donor engagement, while also being creative, organized, and flexible. Here's a breakdown of how these qualities align with key responsibilities and roles:

## REQUIRED QUALIFICATIONS:

- **Experience:** Minimum of 2-3 years of experience in event planning, preferably in a nonprofit setting. Experience with donor database management is strongly preferred.
- **Education:** Bachelor's degree in nonprofit management, event planning, business administration, or a related field preferred.

- **Event Coordination Skills:** Demonstrated ability to plan, coordinate, and execute successful events, from logistics to guest management. Strong attention to detail and the ability to manage multiple events simultaneously.
- **Networking & Relationship Building:** Ability to build and sustain relationships with donors, partners, and key community stakeholders. Demonstrated success in cultivating and maintaining long-term donor relationships.
- **Donor Database Management:** Experience working with donor databases or CRM systems (e.g., Network for Good, Bonterra, DonorPerfect, Raiser's Edge, Salesforce) or similar CRM systems for tracking donations and event participants, including data entry, segmentation, reporting, and analysis. Knowledge of data privacy standards and best practices for donor information management.
- **Communication & Interpersonal Skills:** Strong written and verbal communication skills, with the ability to engage donors, event participants, and internal teams effectively. Friendly, approachable demeanor with a customer service-oriented attitude.
- **Organizational & Time Management Skills:** Excellent organizational skills with the ability to manage multiple priorities in a fast-paced environment. Strong problem-solving skills and the ability to adapt to changing circumstances.
- **Technical Proficiency:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and email marketing tools. Familiarity with event management software is a plus.
- **Knowledge of Local Community:** Familiarity with Rockland County, NY, and its philanthropic landscape is preferred, but not required.

#### DESIRED SKILLS, KNOWLEDGE AND ATTRIBUTES:

- **Independent and Collaborative Work Style:** Ability to work independently yet collaborate effectively with team members, board members, and other stakeholders. This includes demonstrating initiative, taking ownership of tasks, and proactively solving challenges as they arise.
- **Creativity and Attention to Detail:** A creative mindset for event presentation and marketing materials, combined with a strong attention to detail, ensuring that every aspect of an event or campaign aligns with the organization's vision.
- **Fundraising Expertise:** Strong knowledge of fundraising techniques, including digital fundraising strategies, social media outreach, and traditional methods. Understanding the full spectrum of fundraising, from grassroots efforts to major donor cultivation.
- **Multi-Tasking and Organizational Skills:** The ability to manage multiple projects simultaneously, with a focus on detail and efficiency, ensuring all tasks are completed within set timelines.
- **Donor Cultivation:** Expertise in donor cultivation, including building relationships with existing donors, identifying new donor prospects, and developing strategies for donor retention. Experience in fundraising, marketing, and donor engagement. Knowledge with CRM (Customer Relationship Management) systems or donor databases such as Network for Good, Bonterra, Raiser's Edge, to track and manage relationships.
- **Supervisory and Leadership Skills:** Proven ability to manage teams and volunteers, providing guidance, feedback, and ensuring that all team members contribute effectively to the achievement of goals. Leadership experience in event planning, fundraising, or nonprofit work, with an emphasis on coordinating and motivating others, managing volunteers, and delegating tasks.
- **Effective Communication:** Strong verbal and written communication skills, with the ability to engage a wide range of stakeholders, including staff, board members, donors, and external partners.
- **Creative Problem-Solving:** A strategic and creative approach to challenges, particularly when faced with limited resources or unexpected issues during events or fundraising campaigns. Past experiences where they identified and implemented solutions to overcome obstacles, whether in event planning, fundraising, or managing complex projects.
- **Event Presentation & Digital Fundraising:** Strong skills in both traditional event presentation and digital fundraising strategies, ensuring that events are compelling and digital campaigns are optimized for engagement.

## DESIRED SKILLS, KNOWLEDGE AND ATTRIBUTES (CONT.):

- **Mission Alignment & Passion:** Passion for the mission of the organization, particularly around issues of gender-based violence and support for survivors.
- **Flexibility:** Willingness to work flexible hours, including evenings and weekends as necessary, especially around major events or fundraising pushes.
- **Other:** Valid driver's license and reliable, insured transportation required.

**IDEAL CANDIDATE PROFILE:** The ideal candidate will be a dynamic, creative, and experienced professional who brings a strong set of fundraising and event-planning skills, leadership ability, and a deep passion for the mission of the Center for Safety & Change. Should be able to develop and execute successful fundraising campaigns, lead a team, and engage donors, while ensuring the details of each event and campaign reflect the high standards of the organization. Ability to balance creativity with organizational acumen will be essential, and they must be flexible and committed to working irregular hours to meet the needs of events and fundraising efforts.

**YOU'LL BE SUCCESSFUL IF...** As a passionate advocate for social justice, you adopt an anti-racist and anti-oppression lens to understand gender-based violence. You recognize that victims and survivors come to the Center while navigating different structural and social injustices that affect their experiences of survivorship. You also understand that this work requires an ongoing commitment to developing the language and tools we need to undo institutional oppression. You are flexible and work well as part of a team and independently. You have excellent time-management skills and a demonstrated ability to multi-task. You are accountable for doing what you say you are going to do.

**TEAM OVERVIEW:** The Center's Special Events Coordinator is a key position within the agency and the development team. The Special Events Coordinator works closely with our colleagues in all the other departments, providing a holistic range of supports for individuals and families experiencing domestic violence, sexual assault, human trafficking and other crimes. This position furthers the Center's mission in accordance with our mission, values and vision.

**ORGANIZATIONAL OVERVIEW:** At the Center, we strongly believe that integrating a world-changing approach into all areas of our work is essential to ending domestic violence, sexual assault, human trafficking, and other crimes. Our dynamic and diverse team of compassionate advocates is working to create a world in which every individual has the basic human right to be free from gender-based violence and to engage in relationships that embrace the principles of respect, equality, and safety.

The Center is a 501(c)(3) nonprofit organization, responding to domestic violence, sexual assault, human trafficking and other crimes in Rockland County, New York, by providing multi-lingual, trauma-informed legal and supportive services. We bolster our work with clients by engaging in extensive outreach and community education, strengthening the systemic response to all forms of gender-based violence.

**GREAT BENEFITS AND PTO PACKAGE:** The Center's employees enjoy a generous health benefits package that includes medical, dental and vision care. We offer additional benefits at no cost to the employee, which reflects a commitment to the future well-being of our employees. PTO and self-care are important to us and we offer a comprehensive PTO plan that includes a minimum of 34 days and 12 holidays. 401k available.

**SALARY:** \$60,000-\$70,000, depending on experience

**APPLICATION INSTRUCTIONS: NO PHONE CALLS PLEASE.** Applicants may **email, mail or fax resume** and cover letter stating why you are interested in this position and including your salary requirements and why you are passionate about our mission and how your experience aligns with the requirements of the CASS Department and Training Outreach Education and Social Change.

**Email:** [humanresources@centersc.org](mailto:humanresources@centersc.org)

**Subject line must read:** Special Events Coordinator

**Mail:** Center for Safety & Change, 9 Johnsons Lane, New City, NY 10956

**Fax:** (845) 634-3396

*Center for Safety & Change values you, your growth, and your contributions. The Center believes that an effective, broad-based movement for social transformation must be rooted in anti-racist and anti-oppression principles as we work towards a more just and equitable society. BIPOC, people with disabilities, and members of the LGBTQ+ Community are encouraged to apply. The Center's policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.*