



POSITION ANNOUNCEMENT

Special Events Coordinator

Vera House, Inc. is a human service agency providing comprehensive domestic and sexual violence prevention and intervention services.

The Special Events Coordinator is responsible for the planning, organization and budgeting of all fundraising events, including but not limited to the White Ribbon Campaign, Recognition Luncheon, New Beginnings Gala, Skaneateles Tea, and any third party fundraisers. The Special Events Coordinator will also play a key role in agency-wide events such as Clothesline Project and Report to the Community.

RESPONSIBILITIES

- Responsible for planning, implementation, and production of all fundraising events including vendor relationships, budgets, and event logistics. Coordinate activities related to event program.
- Event Material Oversight: Works with Director of Marketing and Communications to develop materials related to events including external communications, printed event materials (including but not limited to signage, programs, nametags, etc.) and event scripts.
- Maintain spreadsheets of all special event timelines.
- Manage special events on-site including preparation, set-up, event execution and tear-down.
- Research and solicitation of new and existing donors to support special events with support from Director of Development.
- Perform complex administrative duties, with little supervision, exercising confidentiality, independent discretion, and judgment.
- Represent Vera House in a positive manner, including working with staff, volunteers, and vendors.
- Provide staff support and leadership to event chairs and related committees. Support may include keeping records, preparing meeting notices and minutes, handling correspondence and meeting with event committees.
- Coordinate work with external and internal audiences including vendors and donors.
- Assist in performing regular administrative duties in a timely and efficient manner; including but not limited to recording and tracking donor contracts and payments, reviewing and submitting event related invoices for payment, writing acknowledgement and thank you letters, assembling donor solicitation packets, creating and updating donor/program related forms, researching both monetary and in-kind funding sources, writing solicitation letters, executing mass mailings.
- Prepare financial analysis and reports for event committees, Agency Board, and Foundation Board of Trustees
- Maintain donor records as they apply to event attendance and contributions
- Coordinate volunteers for fundraising events; track and thank event volunteers
- Liaison for third party fundraisers
- Ensure a warm and welcoming environment to visitors



- Represent the Agency to the community and collaborate with community members to ensure the implementation and/or maintenance of the Agency's programs and services
- Serve as a liaison and build positive working relationships with community members and partnering agencies
- Ensure that all services are maintained in accordance with the Agency's mission and goals
- Actively supports diversity/inclusiveness initiatives-shows respect for differences through words and actions; seeks different perspectives when creating solutions.
- Understands and values racial equity as an organizational operating principle and is committed to continued learning on issues related to race, equity, diversity, and inclusion

QUALIFICATIONS

- Bachelor's degree in related field preferred with 1-3 years of experience
- Thorough knowledge of domestic violence and sexual assault including elder abuse
- Ability to work effectively in crisis orientated setting with diverse individuals
- Strong leadership skills and excellent speaking skills
- Strong planning, organizational, time management, and administrative skills
- Strong interpersonal, oral communication and written skills
- Strong proficiency with Microsoft Office Suite and other development software
- Ability to develop positive, compassionate rapport with victims of domestic violence, sexual assault, or other violent trauma
- Ability to work with, as well as build and maintain a positive relationship with community partners and board members
- Ability to multitask and work with diverse individuals
- Ability to solve complex problems and demonstrate critical thinking
- Ability to work independently
- Ability to adapt to demanding situations and work well under pressure
- Ability to work in a fast-paced environment
- Familiarity with the Central New York Community
- Sound fiscal management skills
- Familiar with social media
- Appreciation and respect for other cultures and people of diverse backgrounds

EXPERIENCE

- Three years' experience in event planning preferred as well as experience in writing and public speaking

Salary range - \$37,000 to \$44,000 per year

Bilingual/bicultural candidates are encouraged to apply. Vera House is an Equal Opportunity Employer.



Interested candidates should submit a resume and cover letter to:

**Hiring Manager
Vera House, Inc.
723 James Street
Syracuse, NY 13203
E-mail: jobs@verahouse.org
NO PHONE CALLS PLEASE**