

## JOB DESCRIPTION

<b>Job Title:</b>	Special Events and Community Relations Coordinator
<b>Classification:</b>	Salaried, Full-Time, Exempt
<b>Department:</b>	Development
<b>Reports to:</b>	Director of Development
<b>Location:</b>	Little Rock, Arkansas

**Job Summary:** The Special Events and Community Relations Coordinator is responsible for planning, executing and growing all special events, which encompasses a statewide footprint. In addition, this position will work to advance the organization's mission through identifying, planning and participating in various community activities. Working closely with the Director of Development and Development Staff, the Special Events Coordinator will help to raise funds to support ongoing organizational programming. Our ideal team member will have excellent organizational and writing skills but also the ability to foster positive relationships with both individuals, churches, corporations and civic organizations. This position will serve as one of the main ambassadors for the organization, often speaking internally and publicly. Because it is a salaried, exempt position, there will be times when the responsibilities of the job require night and weekend work.

### **Duties and Responsibilities:**

#### **Special Events**

1. Identifies and works with volunteer leadership to plan, organize, and execute special events to raise funds and promote community awareness for Vera Lloyd's programs
2. Responsible for creating special event budgets and meeting revenue goals
3. Maintains portfolio of prospects to increase sponsorships, event attendance and volunteers
4. Generates all correspondence to donors/sponsors, including proposal letters and thank-you letters
5. Works with Marketing Coordinator to promote events through social media platforms
6. Maintains records on event activities, progress, status, and post event summary
7. Coordinates Christmas Campaign for Vera Lloyd Youth

8. Collaborates with Program Staff to secure summer enrichment needs
9. Works with Marketing Coordinator to develop event collateral material
10. Cultivates relationships throughout the year with event sponsors, donors and attendees

**Community Relations:**

1. Identifies and participates in various community opportunities/events to raise organizational awareness.
2. Develops written plan with measurable goals
3. Builds and maintain relationships with members of the community, key individuals, and other organizations
4. Serves as a principal ambassador for the organization, with responsibilities for delivering the company's vision within the local community
5. Recruits volunteers for campus and special events

**Professional Skills and Personal Characteristics:**

1. Dedication to confidentiality in all areas and in all dealings
2. Be a person of high morals and integrity, both personally and professionally
3. Have a willingness and desire to work as a team
4. Be a positive advocate for the Agency and honor its mission in all dealings
5. Possess and demonstrate sensitivity to cultural differences/diversity in all interactions
6. Be professional and enthusiastic at all times; have a professional appearance.
7. Highly organized with an attention to detail
8. Exhibits responsibility and adaptability through good attendance, effective time management, dependability, self-discipline, flexibility, and working independently
9. Communicates effectively verbally and in writing

**Minimum Qualifications:**

1. Bachelor's degree
2. Two years' experience required in fundraising
3. Passion for the Vera Lloyd mission

4. Follow all policies and procedures of the Arkansas Department of Human Services, Arkansas Child Welfare Licensing Board, and other board/commissions that the agency relates to professionally
5. Adhere to all Agency policies and procedures
6. Demonstrate necessary knowledge and skills to perform the job duties, keeping current with new and best practices
7. Successfully pass background checks and initial and random drug screenings
8. Basic knowledge of office equipment; ability to produce and maintain records utilizing various software programs as necessary
9. Possess a valid driver's license and meet all criteria set forth in the DHS' vehicle safety program.
10. Day, night and weekend work as required

**Preferred Qualifications:**

1. Have working knowledge of Raiser's Edge or similar fundraising software
2. Public speaking experience

**Other:**

3. This position will have a three month probation period.
4. This position description will be reviewed annually as part of an annual performance evaluation.
5. Regular and consistent attendance and punctuality are conditions of continuing employment.

The specific duties associated with this position may be modified to meet the changing needs of the Agency. You will be notified if there are changes in the tasks associated with this position.

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is an equal opportunity employer and provider.*