

**THE WOMEN'S CENTER  
JOB DESCRIPTION**

**JOB TITLE:** Events and Communications Coordinator  
**POSITION:** Full-time, M-F 8am-5pm, occasional evening & weekend hours required  
**CLASSIFICATION:** Exempt  
**DEPARTMENT:** Development /Communications  
**REPORTS TO:** Director of Development and Communications  
**SALARY GRADE/LEVEL/RANGE:**  
**LOCATION:** 425 BUILDING.

**JOB DESCRIPTION**

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**Mission:** The Women's Center is committed to providing safety, shelter, and support to empower all impacted by domestic abuse, sexual violence, child abuse, and trafficking.

**SUMMARY/ OBJECTIVE:** The primary responsibilities of this position is to coordinate special events and external communications to help ensure annual fundraising goals are met.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop, plan and implement the agency's two main annual special events, the spring (em)Power Luncheon and a Noteworthy Evening in the fall.
- Work with event committees as needed, and agency leadership to plan the scope and format of events; establish and monitor specific event budgets; and solicit sponsors, auction and raffle items. Develop meeting agendas and facilitate meetings.
- Coordinate services for events, including audio visual equipment, accommodation and transportation for speakers, facility reservations, catering needs, signage, displays, special needs accommodations, and event security (if needed).
- Recruit and coordinate volunteers to help staff events.
- Conduct walk through of event facilities to ensure that they meet all event requirements.
- Review event expenses for accuracy, and approve payment.
- Evaluate and select vendors after competitive bid process.
- Direct staff and volunteers during events.
- Monitor event activities to ensure satisfaction of participants, resolution of any issues that arise, and compliance with applicable regulations and laws.
- Serve as staff liaison for the Advancing Advocates Council, working with co-chairs and committee chairs to develop meeting agendas, help plan fundraising and volunteer events, and support the group's community outreach efforts.
- Draft and design bi-monthly e-News, working within Online Express from Blackbaud.

- Maintain the agency's website, including timely updates of service offering, events listing, homepage banners, and more.
- Working with the Director of Development & Communications and Executive Director, produce or coordinate production of advertisements or promotions, including billboard ads, radio ads, and sponsored content in news publications.
- With input from the Director of Development & Communications and Executive Director, manage direct mail appeals and related solicitations for integrated fundraising campaigns. Draft appeal letters, thank you letters and emails, secure competitive quotes from printers, and ensure quality production of mailings.
- In collaboration with the Director of Development & Communications, develop, plan and implement donor stewardship events and smaller fundraising events, specifically board-hosted events.
- Design, or work with volunteer graphic designer on, event invitations, signage, website graphics, brochures, letterhead, newsletter design, and other needed collateral for the agency.
- Maintain inventory of print materials, as well as hard copy archive of agency materials.
- Provide overall department support when needed.
- Other duties as assigned.
- Maintain confidentiality.
- Complete forms in accordance with company procedures.
- Adhere to organizational compliance with all local, state and federal regulatory agencies.
- Ensure the completion of all required paperwork, records, documents, etc. in a timely manner.
- Ensure compliance with all safety and work rules and regulations. Ensure the maintenance of departmental housekeeping standards.
- Ensure Confidentiality of all clients utilizing services.
- Completes other duties as needed and/or requested by supervisor to align with mission and vision of the organization.

Marginal duties:

- Provide needed back-up support to administrative office staff for mail delivery and other duties.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **KNOWLEDGE, SKILLS:**

- English Language—Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Knowledge and understanding of issues of domestic violence and sexual assault and abuse of children and adults
- Knowledge of graphic arts and design techniques desired and experience with In Design, Photo Shop helpful.
- Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods.
- Strong organizational and excellent writing and oral communication skills, including experience with public speaking and/or training programs.
- Proficient in Microsoft Office.
- Experience with Raiser's Edge preferred.
- Demonstrated interpersonal skills-ability and willingness to collaborate with community members, businesses, and other staff in provision of services to residents
- Marketing — Knowledge of principles and methods for showing and promoting services. This includes marketing strategy.
- Client and Personal Service — Knowledge of principles and processes for providing client and personal services to clients
- Active listening — giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — understanding written sentences and paragraphs in work related documents.
- Effective Time Management — managing one's time and the time of others.
- Service Orientation — actively looking for ways to help people
- Coordination — adjusting actions in relation to others' actions
- Critical Thinking — using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring — monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

## **EDUCATION/EXPERIENCE:**

- Minimum Bachelor's degree in a job related major; or more than five years nonprofit experience in events, communications, and/or donor relations; or a combination of education and experience.

**LANGUAGE SKILLS:** Ability to read, write and comprehend English.

**REASONING ABILITY:** Ability to utilize critical thinking- such as using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Requires a valid Wisconsin Driver's license and proof of insurance.

**OTHER SKILLS AND ABILITIES:**

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. .

- Largely sedentary role; some standing required; ability to lift up to 25 lb.
- Movement between various buildings may be required.
- Ability to ambulate up and down stairs.

**WORK ENVIRONMENT:** The Work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

The employee frequently performs work-related travel.

- Works predominantly indoors, but does require local offsite travel.

The noise level in the work environment is usually moderate.

**ADA:** This employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

**AAP/EEO:** The Women's center is an equal employment opportunity and affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, status as a qualified individual with a disability, or any other characteristic protected by law.

*This Job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.*

Signatures: