

## THE WOMEN'S CENTER JOB DESCRIPTION

**JOB TITLE:** Special 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

**LOCATION:** 425 BUILDING.

**FLEXIBILITY TO WORK REMOTELY**

### **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:** This position is responsible for managing the creation and execution of events and donor communications that raise funding and awareness of The Women's Center's mission and programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop, plan, and implement the agency's two main annual special events, the spring Empower Luncheon and a Noteworthy Evening in the fall;
- Work with agency leadership to plan the scope and format of events; establish and monitor specific event budgets; and solicit sponsors, auction, and raffle items;
- 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);
- 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;
- Draft and design bi-monthly e-News, working within Online Express from Blackbaud;
- Develop individual donor strategies, along with materials/concepts to renew and upgrade donors;
- Collaborate with the Executive Director, Development team, and Board of Directors to enhance relationships and create greater fundraising and outreach possibilities;

- Create all visual elements and printed materials for events and other agency needs;
- With the Development team, coordinate personal fundraising programs including updating website and social media pages, drafting emails, and collaborating with donors to develop innovative strategies to raise funds;
- Create annual PR campaign concepts for Sexual Assault Awareness Month and Domestic Violence Awareness Month, and other opportunities as they arise;
- With the Executive Director and Board, build and enhance relationships with major business and foundation donors through one-on-one meetings, proposals, and stewardship;
- Produce or coordinate production of advertisements or promotions, including radio ads, and sponsored content in news publications;
- 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;
- 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;
- Provide overall department support when needed;
- 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; and
- Ensure Confidentiality of all clients utilizing services.

*\*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

**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:**

- An excellent communicator, both written and verbal with the ability to represent the agency when interacting with funders, volunteers, and community at large;
- Be comfortable self-directed prioritization, and the ability to wear multiple “hats” on a daily basis;

- Strong interpersonal skills and ability to navigate organizations to build relationships and garner support;
- Ability to work collaboratively with cross-functional teams;
- Ability to work independently and efficiently, exercise initiative, resourcefulness, and good judgement;
- Ability to work flexible and irregular hours that may vary due to functions and may include day, evening, weekends and holidays as event calendar or deadlines dictate;
- Experience working within donor software programs. Experience with Raiser's Edge preferred;
- 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 within Design, Photo Shop helpful;
- Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods;
- Proficient in Microsoft Office;
- Marketing — Knowledge of principles and methods for showing and promoting services. This includes marketing strategy;
- 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; and
- 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 three years nonprofit experience planning events 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 lbs;
- Movement between various buildings may be required; and
- 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; and
- The noise level in the work environment is usually moderate.
- Remote work options available.

**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 the 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.*