

JOB DESCRIPTION

Title: Special Events Coordinator

Reports to: Director of Marketing & Development

Mission: The Brain Injury Association of Massachusetts provides support services to brain injury survivors and their families, offers programs to prevent brain injuries, educates the public on the risks and impact of brain injury, and advocates for legislation and improved community services. The website is www.biama.org

Position Summary: Reporting to the Director of Marketing and Development, the Special Events Coordinator is responsible for coordination of special events. This position provides fundraising and event management consultation. This position will plan, manage and execute all event fundraising programs and ensures appropriate revenue and expense ratios and follows up on event results.

Responsibilities: Specific responsibilities of the Special Events Coordinator include but are not limited to:

- Plan, manage and executive meetings and events that advance donor involvement, cultivation and stewardship for major gifts
- Write and send thank you notes to donor's, committee members, sponsors and partners
- Search and research potential sponsors and design sponsorship levels for events
- Plan and execute BIA-MA events to include Annual Golf Tournament, Walk, BIA-MA's Falmouth Road Race Team, an Annual Cocktail Reception and other BIA-MA fundraising events as required
- Manage support & facilitate BIA-MA's 3rd Party Fundraising Events (Internally & Externally)
- Coordination of event volunteers
- Represent the agency to outside groups and organizations
- Provides general oversight, expertise, and guidance to sponsors of BIA-MA's special events;
- Organizes and facilitate special event committee meetings;
- Build relationships with key community members and agencies
- Solicits and organizes gifts for silent auction

Qualifications: Strong candidates for this position will have the following characteristics:

- Previous demonstrated experience in project management
- Previous development experience in an entrepreneurial nonprofit environment.
- Demonstrated success in meeting annual fund goals, sponsorship and special events.
- Outstanding written and inter-personal communications skills.
- Accurate, results-oriented with an entrepreneurial approach to fundraising and problem-solving.
- Strong organizational and management skills with attention to detail.
- Marketing and communications experience valuable to increase donor cultivation and revenue generation.
- Knowledge about all facets of a development office, including being able to interface with the business office, track expenses, create budgets, and familiarity with charitable giving regulations.
- Proven ability to do think analytically.
- Extensive computer skills, including intermediate or higher level proficiency with Microsoft Office (Excel, Microsoft Word, and PowerPoint) and experience working with electronic donor tracking systems/databases.
- A professional and resourceful style with the ability to work independently and as a team player; to take initiative and manage multiple tasks and projects at a time to meet deadlines.
- Bachelor's degree is required.
- Reliable transportation needed.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required, but may be required to perform additional duties outside of the normal responsibilities from time to time, as needed.

3/31/2015