



CENTER FOR INCLUSIVE EDUCATION

## **Position Opening: Events and Executive Coordinator (full-time)**

*Posted December 1, 2021*

### **Job Description**

All Belong seeks an Executive Coordinator to work closely with the executive director, advancement director, and leadership team to increase efficiency, coordinate schedules, and organize/execute fundraising and donor engagement events throughout the year. This person will report to both the executive director and advancement director.

The position is divided between Administrative Team Support (overseen by the executive director) and Advancement Team/Events Support (overseen by the advancement director).

### **Administrative Team Support**

#### ***Duties & Responsibilities***

- Manage the executive director's schedule, preparing her for upcoming meetings and priorities
- Assist with tracking calls, emails, and other communications for the executive director to ensure continuity of response to inquiries from potential new partners and others
- Streamline executive director's tasks and relationships with educational and church advocacy leaders, utilizing Office 365 tools, including Dynamics CRM
- Draft communications for the executive director with board, staff, and other team members
- Coordinate travel bookings for admin team and others in the organization, communicating with the business manager for billing and per diem preparation
- Prepare client contract renewal meetings, drafts, and estimates for schools across the country
- Anticipate and work ahead on the leadership tasks that must be completed at different times of the school year
- Coordinate cross-departmental needs, dates, and deadlines for the executive director
- Work with representatives from all departments to ensure smooth operations as the organization grows rapidly

## **Advancement Team/Events Support**

### ***Description***

The position will coordinate and perform the full range of event tasks from the planning stage to post-event processes. This role is project-based, with the majority of time focused around the event date.

The feature events currently include, but may not remain limited to: *Circle of Friends Dinner*, Annual Auction, Golf Outing, and other community-building events. All Belong has a goal of increasing the number and effectiveness of fundraising and donor engagement events.

### ***Duties & Responsibilities***

- Create event/project budgets, timelines, and run-of-shows
- Establish and maintain relationships with vendors and venues
- Book venues, entertainers, photographers, and speakers
- Manage/execute event set-up, tear down, and follow up processes
- Plan/execute event details including registration/payment tracking, day-of registration, seating coordination, and general event oversight
- Identify and solicit in-kind donations and corporate sponsorships
- In collaboration with the Advancement Coordinator, identify, segment, and pull accurate marketing, invitation, and post-event mail/e-mail lists
- Recruit and coordinate volunteers, growing volunteer pool to include donors, service recipients, school/church partners, and staff
- Effectively utilize the organization's donor and events software, including (but not limited to): Little Green Light, Monday.com, Greater Giving, MailChimp, Square, and PayPal.
- Assist as needed with non-event-based Advancement projects, including direct mailings, newsletters, and campaigns
- Other duties as assigned and as appropriate to support the Advancement office

### ***Qualifications and Attributes***

- Ability to profess and demonstrate one's commitment to Christ and his teachings
- Understanding and passion for All Belong's values and communities of interdependence and mutuality with persons at all levels of ability
- 2-3 years' experience in administrative support and/or fundraising event planning preferred

- Bachelor's degree is required
- Attention to detail
- Ability to proactively problem solve
- Ability to remain composed in high-stress situations
- Eagerness to adopt the full use of CRM systems and event management tools/software
- Strong professional communication skills, both in writing and in person
- Ability to travel as needed
- Must be proficient in Office 365 suite and possess an enthusiasm for learning new applications
- Must work well on a team, demonstrating comfort in collaborative environments

## **Salary and Compensation**

- This position is hourly. Payrate and benefits are commensurate with experience, with a generous benefits package including HSA health insurance, 403B match, PTO, STO, and personal days.
- Flexible scheduling is available, including reduced work hours down to 80% FTE. All Belong's workload calendar follows the rhythms of traditional school schedules.
- Applicant must have their own vehicle; use of that vehicle will be reimbursed at the current IRS mileage rate.

To apply, please submit a cover letter, resume, and statement of faith to Sharon Ward, business manager, at [sward@allbelong.org](mailto:sward@allbelong.org).