

## POSITION DESCRIPTION

<b>Job Title:</b> Special Events Coordinator	<b>Date:</b> September 14, 2006
<b>Department:</b> Development	<b>FLSA Status:</b>
<b>Grade/Salary Range:</b>	<b>Emp Grp:</b>
<b>Supervisor:</b> CEO or Director of Development	<b>Approved By:</b>

### Reporting Relationships:

The Special Events Coordinator reports directly to the CEO or Director of Development.

### General Responsibilities:

The Special Events Coordinator oversees the organization and implementation of major fundraising events as well as other CCHS events such as the annual dinner, exhibit openings and stewardship and cultivation activities for the capital campaign. This position is also responsible for developing ideas for new events to help raise income.

### Specific Duties and Responsibilities:

- Work with the CEO or Director of Development to assure that special events maximize revenues for CCHS.
- Develop plans including timetables and budgets for revenue-producing events.
- Supervise volunteer committees to assure the efficient and effective production of special events including helping to identify and recruit volunteer leadership and committee members.
- Provide support for all special events committees including attending meetings, doing correspondence, filing and follow-up as necessary. Set up, manage and maintain a special events database.
- Develop and implement new projects that appeal to prospective and existing donors.
- Organize stewardship events and other fundraising events as necessary related to the capital campaign.
- Participate as a professional member of the development department staff in providing effective service to CCHS.
- Other duties as assigned.

### Qualifications:

### Work Schedule:

This is a part-time (15 hours/week) position. The specific work schedule to be arranged by the Special Events Coordinator and the Director of Development according to need.

**Special Requirements:**

*This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.*