



Employment Opportunities/ Job Openings

Special Events & Community Outreach Coordinator

Catholic Charities Atlanta is seeking a dynamic, outgoing and professional Special Events and Community Outreach Coordinator to join our team. In this key position on the Mission Advancement team, the Special Events and Community Outreach Coordinator will be responsible for overseeing fund raising and outreach events as well as executing all event logistics. Events include, but are not limited to all Catholic Charities Atlanta Leadership Class events, Faces of Hope tours, networking events, and the agency's largest annual fundraiser—the Spring CCA Soirée. The Special Events and Community Outreach Coordinator will also be responsible for building and maintaining relationships with donors, sponsors, program managers and prospects. This position will also oversee the Young Professional's Society.

Email a **resume** and **cover letter** with “Special Events & Community Outreach Coordinator” in the subject line to:

ccaemployment@catholiccharitiesatlanta.org

Qualifying candidates will be selected and contacted for interviews.

Posted: March 26, 2019

Archdiocese of Atlanta Catholic Charities Job Description

POSITION TITLE: Special Events & Community Outreach Coordinator

CATEGORY: Administrative

PROGRAM ASSIGNMENT: Mission Advancement

CLASSIFICATION: Full-Time, Exempt

JOB CODE: Scale Grade

QUALIFICATIONS: General: Bachelor's degree from an accredited college or university.
Minimum 2 years of experience in special event planning and execution.
Experience in community outreach.

Specific required skills:

- Experience supervising volunteers
- Experience securing event sponsorships
- Track record of increasing event revenues
- Must be detail oriented and a good decision maker who works well under pressure
- Good time management, communication and hands on organizational skills are required
- Proficient in Excel, Word, Outlook, and Powerpoint
- Ability to work independently and as a member of a team
- Must work well under pressure
- Ability to plan, prioritize and follow through within a given timeframe is critical

Desired:

- Familiarity with auction management software, preferably OneCause (BidPal)

Position Overview:

In this key position on the Mission Advancement team of Catholic Charities Atlanta, the Special Events and Community Outreach Coordinator will be responsible for overseeing fund raising and outreach events as well as executing all event logistics. Events include, but are not limited to all Catholic Charities Atlanta Leadership Class events, networking events, and the agency's largest annual fundraiser—the Spring CCA Soirée. The Special Events and Community Outreach Coordinator will also be responsible for building and maintaining relationships with donors, sponsors, program managers and prospects. This position will also oversee the Young Professional's Society.

Responsibilities:

- Research and secure venue, caterer, photographer, entertainment, and necessary A/V for each agency event
- Update, enhance and expand current special events on an ongoing basis, while researching and developing ideas for new events
- Work with the Director of Major Gifts to strategically target and secure event sponsorships
- Maintain and update accurate records for each event including step by step planning procedures, budgets and expenditures
- Work with the Mission Advancement team to develop a strategic PR/marketing plan for each event, including marketing collateral and event materials

- Solicit and secure silent auction items for CCA Soirée. Responsible for item entry into auction management software, packaging, and preparing items for display
- Complete and file all necessary event paperwork including city event permit applications, and city and state alcohol event permit applications
- Cultivate and preserve a mutually beneficial relationship with volunteers, vendors, entertainers and other venues to increase the effectiveness and profitability of the agency
- Attend networking functions and meetings as a Catholic Charities Atlanta representative to promote agency events and the agency overall
- Must be available to work evenings and weekends, as needed, to ensure the successful development and implementation of all CCA special events
- Work in concert with the Senior Director of Mission Advancement in the management of logistics during events
- Manage relationships with outside vendors and partners involved in events
- Assist in the recruitment and organization of volunteers for the Young Professional's Society
- Plan and implement strategies to increase donations through employee giving campaigns. Work with United Way to speak at employee giving events throughout the Fall
- Coordinate speakers at parishes for the annual Christmas Second Collection appeal
- As part of the Mission Advancement team, assist in the development of an annual development and marketing plan
- Serve as staff liaison for the Board Parish Outreach Committee which is responsible for increasing engagement by the Parish community with CCA via volunteer opportunities, monthly donation drives and parish ministry activities
- Serve as team leader for agency Faces of Hope Tours and the planning of the annual "Ask" breakfast in May.

SUPERVISORY RESPONSIBILITIES: None

ACCOUNTABILITY: The Special Events and Community Outreach Coordinator reports directly to the Senior Director of Mission Advancement

COMMENTS: The work week is generally 37.5 hours per week on a year round basis, however the position requires a willingness and flexibility in work hours when necessary to fulfill job responsibilities. Employee is subject to Personnel Policies and procedures prescribed for all personnel. Must have a valid Georgia driver's license, reliable personal transportation and current auto coverage. Position is exempt.

DISCLAIMER: This is not necessarily an exhaustive list of the responsibilities, tasks, skills, efforts or working conditions associated with the position. While this is intended to be an accurate description of the current job, management reserves the right to revise the job or require other tasks be performed when circumstances arise (i.e., emergencies, changes in personnel, rush job, technological developments, etc.)

I have received a copy of my current job description: _____