

## Special Events & In-Kind Coordinator

### Full-time/Benefits Eligible

Monday through Friday 8:30 am to 5:00 pm\*



*\* Flexibility is needed to attend meetings, events and activities which occur outside of these hours – including evenings, weekends, and event and campaign months; September-December and March-May.*

*Emerge Center Against Domestic Abuse has begun an organizational process of transforming philosophy and practice to acknowledge the root causes of violence as being embedded in multiple, intersecting systemic oppressions (sexism, racism, homophobia, transphobia, classism/poverty, able-ism, and anti-immigrant sentiment).*

*These conversations directly impact the climate and culture of our organization and are tied to the climate and culture in our community related to violence as a normalized experience. We are seeking team members across the organization who understand that humanizing the experience of all people is a radical act in a non-profit system and who are willing to be a part of transforming our organizational culture to be a more antiracist multicultural institution.*

*We are seeking job applicants who understand it is our responsibility to ensure that our responses to domestic abuse must include the experiences of those who are most in need and who have the least amount of access to help and support and who can work in an environment that is rapidly changing.*

### **We're committed to making our community a safer place for everyone. Join us!**

As part of the Development team, the Special Events and In-kind Coordinator is responsible for the planning and execution of Emerge special events, including the Survivor of the Year celebration, donor recognition events, donation outreach events, Domestic Violence Awareness Month events and plays an active role in implementing new events dependent on evolving organizational needs. Through intentional collaboration with the Development Manager and Vice President of Operations and Philanthropy, this position will participate in brainstorming with and integrating feedback from Emerge programmatic and operational staff at all levels of the organization. Through this collaborative process, this position will synthesize the different experiences and perspectives to inform Emerge's donation outreach efforts, in-kind distribution and event planning.

This position also coordinates all community fundraiser outreach efforts, in-kind donation coordination and is responsible for the creation and maintenance of Corporate Partner relationships on behalf of Emerge. As part of the Development Team, this position performs other duties to support the Team and the agency as a whole.

This position requires high energy, excellent communication skills, the ability to be proactive and the ability to form relationships with others, the ability to effectively and efficiently organize and process an ever-changing inventory of donated items, and the ability to meaningfully engage with diverse communities to be successful in achieving the philanthropic goals of Emerge.

### **ESSENTIAL DUTIES**

**Special Events** (currently includes an annual luncheon, planned giving events, major donor events, participant-centered events and all Domestic Violence Awareness Month events):

- Acts as lead on all participant-centered and donor events
- Proactively creates, tracks and communicates all details of event plans and meets all deadlines
- Plan, develop and implement all special events, which includes:

- Working closely with staff and volunteer committees to achieve specific fundraising goals and plan all details of the events
- Prepares all printed materials (invitations, signage, save-the-dates, etc.) for events in collaboration with the Marketing and Communications Coordinator
- Prepares all electronic materials (social media invitations, website announcements, etc.) in collaboration with the Marketing and Communications Coordinator
- Visualizing and executing all decor for the event
- Visualizing and implementing all communications for the event
- Serving as the lead contact for day-of responsibilities at Emerge events
- Communicates about all events effectively inside and outside of the agency
- Coordinates early and often with the Volunteer Coordinator to ensure volunteers at the event
- Coordinates with the Director of Systems Integration on all participant-centered events, including Holiday House, and other events through the year.
- Ability to work successfully with venue, registration and merchandise vendors and manages Emerge's relationship with them

### **Community Donation Outreach and In-Kind Donations**

- Acts as primary contact and lead for community fundraising events
- Tracks all community fundraising event paperwork from the website
- Proactively reaches out to community fundraisers for needed supplies or other donations
- Proactively reaches out to NEW potential community fundraising prospects
- Oversees and coordinates detail and logistics of in-kind donations including:
  - Valuing in-kind donations within 48 hours of their arrival
  - Providing the in-kind valuing information in a timely manner to the Development Coordinator for booking
  - Organizing donations in their respective storage spaces and keeping inventory of what is currently available
  - Works with the Operations Manager and Administrative Assistant to fulfill in-kind orders and distributes these items to various sites
  - Preparing ahead of time for busy in-kind times during the year (SOY auction items, Holiday House, "Stuff-the" events, etc.) and coordinating with other staff or volunteers to support in-kind processing
  - Provides general support and coordination for the in-kind supply process

### **Corporate Partnerships**

- Acts as primary contact and lead for corporate contacts and sponsorships
- Tracks all corporate partners in the database (eTapestry)
- Coordinates all corporate partnership fulfillment activities and ensures they are up-to-date
- Proactively reaches out and engages corporate partners
- Proactively reaches out to NEW potential corporate partners
- Creates and sends corporate partnership fulfillment packets within 30 days of the end of their sponsorship year

### **EXPERIENCE AND QUALIFICATIONS - Any combination of at least 3 years (prefer 5 years) of work, professional or life experience (personal), in the following areas:**

**Note:** Emerge recognizes that the required skills and knowledge needed to serve survivors of domestic abuse can be derived by formal professional experience as well as other life experience outside of a professional setting. Qualified applicants will be asked to make a direct connection between their work or life experience and the required qualifications below. We also value the added foundation that formal education can provide, however, any years spent in an educational institution will not count directly toward the number of years required or preferred.

- Knowledge of the dynamics of domestic abuse and/or sexual violence

- Demonstrate willingness and ability to confront racist, homophobic, transphobic behavior/comments in any setting
- Demonstrated knowledge (from lived experience and perspective or otherwise) of a trauma-informed approach to event planning, specifically when considering an event that centers and/or honors individuals and families experiencing domestic abuse
- Ability to build authentic relationships with team members, supervisors, and program participants through practices such as listening to gain deeper understanding, being vulnerable and engaging in giving and receiving feedback
- Ability to examine your own privilege and connections to power and/or oppressions so that you can work in service and consideration of the entire humanity of others
- Ability to function in a complex institution and systems with a focus on problem solving and adaptability
- Excellent written and oral communication
- Ability to work well independently and be self-motivated
- Proficient computer skills including e-mail and calendars
- Bilingual (English/Spanish) preferred
- Experience in a non-profit or community-based organization preferred
- Experience with event planning and working with donors and volunteers preferred
- Experience with networking and connecting in the Pima County community preferred

### **REQUIRED COMPETENCIES**

- Well-developed interpersonal and communication skills, both oral and written
- Excellent skills in prioritization and organization, able to multitask
- Excellent attention to detail
- Project management skills, including the ability to take leadership and ownership in projects
- Commitment and ability to meet multiple deadlines simultaneously
- Proficient computer skills including e-mail, calendars, document processing, spreadsheets and databases
- Understand the mechanisms and the application of Facebook and other social media
- Proven skills managing large projects
- Experience with events planning and coordination
- Ability to meaningfully engage with culturally diverse population
- Excellent internal and external customer service and communication skills
- Excellent presentation skills

### **OTHER REQUIREMENTS**

- Ability to get fingerprint clearance through the Arizona Department of Public Safety\*
- CPR/First Aid certification\*
- Valid Arizona Driver License and proof of automobile insurance

\*(No action is needed to acquire fingerprint clearance or CPR/First Aid prior to possible employment and Emerge will cover expenses upon employment.)

### **PHYSICAL DEMANDS**

- Must be able to sit or stand for long periods of time
- Must be able to express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately or quickly
- Provide CPR/First Aid
- Must be able to lift up to thirty pounds
- Visual acuity and hand dexterity to work with computer systems (monitor, keyboard), reports, and other data sources, reading/entering/processing data and figures
- Ability to use basic office equipment, including computer, fax machine, printers, copier/scanner, adding machine

Emerge is an equal opportunity employer