

The Brookwood Community Events Coordinator

Department: Advancement

Reports to: Chief Advancement Officer

FLSA Status: Exempt

SUMMARY:

Plans and executes fundraising, cultivation, and stewardship events to raise funds and promote the mission of The Brookwood Community to diverse audiences. Responsible for one major fundraising event annually (a lunch or dinner event in alternating years), plus several smaller annual events such as a golf tournament and bike riding event, Open House, and other cultivation and stewardship events.

KEY RESPONSIBILITIES:

Biennial Luncheon or Gala

Working closely with Brookwood leadership and volunteer committee, develop and execute a fundraising plan for the biennial fundraising event (lunch for 800 guests; even-numbered years and evening event 450 guests; odd-numbered years) that typically raises \$1,000,000 annually. Manage venue and catering logistics, audio-visual vendors, graphic designer and printers for collateral materials and mailings. Working closely with event chairs, identify prospects and execute solicitation strategy, including host committee, underwriting, invitations, and pledge collection. Research and solicit in-kind sponsors for event-related goods and services; coordinate with venue/audio/visual/technical providers on day of event; manage timeline, budgeting, financial reporting, and evaluation of event.

Bike to the Beach

Working with Brookwood Activities Director, coordinate sponsorships for the annual bike ride. Assist with directional signage, volunteer assignments, and communications including fliers, emails, social media posts, and information sheets.

Young Professionals Golf Tournament

Assist Brookwood Young Professionals Group to plan and execute a golf tournament as their fundraising effort for the I Believe in Brookwood campaign.

Open House

Coordinate logistics for the annual two-day Christmas Open House including timeline and logistics, self-guided campus tours, directional signage, volunteer assignments, volunteer and staff lunches, and communications including fliers, emails, social media posts, and information sheets.

Cultivation and Stewardship events

Working closely with Brookwood leadership, plan and implement donor cultivation and stewardship events such as Visionary Society Lunch; Angel Lunch; HLSR Chicken Lunch; Family Day; donor tours, lunches, dinners.

General duties

Prepare materials and reports for special events committees; assist with identifying prospects and developing solicitation and stewardship strategies; update donor actions in Raisers Edge; ordering and stocking inventory of supplies for events.

Service Through Core Values:

The Events Coordinator will honor God by serving the Citizens of Brookwood and their families, the Advancement Team and Brookwood Community Team Members, Brookwood supporters and volunteers, and everyone associated with Brookwood in the spirit of the mission's Core Values: depending upon and

sharing God's GRACE with all humility; looking for OPPORTUNITIES to benefit and enhance the lives of others; acknowledging the DIGNITY of each person and their unique giftedness; showing RESPECT for all through actions of goodwill and generosity; practicing INTERDEPENDENCE to solidify the strength and success of the community; committing to CONTINUAL IMPROVEMENT to cultivate maximum input and outcomes; and engaging with everyone HONESTLY and with all due diligence.

Competencies:

- Mission minded – ensure Brookwood Citizens are a key focus of all events and communications
- Ability to organize and execute tasks, meet deadlines, and attain goals for multiple complex events with overlapping planning timelines; negotiate and secure contracts
- Ability to work well with volunteers, initiate and grow internal and external relationships, and develop mutually beneficial partnerships
- Comfortable with making solicitations for in-kind and financial support for events
- Excellent written and oral communication skills, ability to persuade and inspire through communication
- Ability to work well in a high-energy work environment with a variety of staff and stakeholders
- Maintain composure during potentially stressful situations

Qualifications:

- Bachelor's degree preferred
- 3+ years' experience in fundraising, large scale (400+ attendees) special event planning required
- Strong computer skills, including working knowledge of Microsoft Office products, experience using a donor database management system (Raiser's Edge preferred), and familiarity with online peer-to-peer fundraising platforms
- Ability to work occasional weekends (3-4 times per year for events) and evenings (as needed leading up to events)
- Reliable transportation

Physical Demands:

The physical demands are those of a routine office environment including sitting and working at a computer terminal for long periods of time and ability to lift 20+ pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The characteristics of the work environment include multi-deadlines, while remaining flexible to adjust to the changing schedules and time constraints of a high-energy atmosphere. Typical work hours are Monday – Friday, 8:30 a.m. – 5:00 p.m. with some evening and weekends.

If interested, please send your resume to: Careers@Brookwoodcommunity.org