

## JOB DESCRIPTION



**Title:** Coordinator, Events

**Reports to:** Senior Director, Development & Marketing

**Department:** Development & Events

### I. OVERVIEW

Spence-Chapin is seeking an energetic and detail-oriented individual to join the Development team as an Events Coordinator. This position works closely with the Events Manager and Development team to plan and execute all of the Organization's events, including family-oriented or cultivation events, as well as fundraising events, including our 250+ person Annual Gala. The right candidate needs to be organized, detail-oriented, friendly, and professional. Will be expected to work occasional night and weekend events. This is a full-time, in-person position with an annual salary range of \$55,000-\$60,000.

Spence-Chapin is a non-profit organization based in New York City that has been providing adoption services and adoption support for more than 110 years. At Spence-Chapin, we believe that every child deserves a family, and we work tirelessly to advocate for children in need of a permanent, loving home. Over our history, Spence-Chapin has served more than 25,000 children, women, and families through our main program areas: Comprehensive Domestic and International Adoption Programs; Birth Parent Services; Well-being Services; and International Humanitarian Aid through programs like our Granny Program to support children living in orphanages overseas.

Our work is made possible by the dedicated individuals on our staff. At Spence-Chapin we find joy in celebrating each other, our co-workers, and our clients. Everyone is treated with respect and dignity to strengthen the vibrancy of our community. We celebrate a culture of excellence, inclusivity, compassion, flexibility, and support. Spence-Chapin offers a competitive benefits package that includes full health benefits, generous PTO and holiday schedule, HRA & FSA plans, life insurance, retirement plan with employer contribution, paid maternity/paternity/adoption leave, commuter benefits, and more. Being part of the Spence-Chapin team is being part of a legacy, which for more than 110 years has provided critical services to children, women, and families around the world.

### II. KEY PERFORMANCE INDICATORS & SKILLS

- Work closely with the Events Manager and Development team to assist with planning, coordination, and execution of in person events
- Conduct vendor and venue research for upcoming events
- Assist with aspects of event logistics, including but not limited to – applying for permits, coordinating with marketing team on collateral, set-up and break-down on event days, guest check in and RSVP tracking, and vendor communications
- Work independently to coordinate smaller events as assigned
- Interact with donors via phone, email and in-person at events
- Participation in all planning, pre-event, and post event meetings
- Manage event email inbox
- Participate in the event department budget development and tracking process
- Assist with follow-up after events including coordination of thank you notes and gifts, debrief notes, and organizing all event materials into one folder
- Flexible schedule and able to work events as needed at nights or on the weekends

### III. EDUCATION & EXPERIENCE

- Bachelor's or Associate's degree in Arts or Sciences, preferred. Degree in events, communication, business, or public relations a plus
- Minimum 2 years' experience in event planning, particularly events in the non-profit sector of those of fundraising nature

Spence-Chapin Services to Families & Children 120 East 16<sup>th</sup> Street, 11<sup>th</sup> Floor New York, NY 10003

T: +1 212 369 0300 F: +1 212 369 8589 [www.spence-chapin.org](http://www.spence-chapin.org)

#### IV. TECHNICAL SKILLS

- Microsoft Office – proficiency in Outlook, Excel, Word, and PowerPoint
- CRM experience – proficiency with a CRM like Raiser's Edge, Salesforce, Tessitura
- Event ticketing & auction platforms – such as Givergy, Givesmart, Classy
- Wordpress, Mailchimp, Canva, DonorSearch experience a plus

#### V. KEY COMPETENCIES

- Ability to work independently and collaboratively
- Impeccable attention to detail and organization skills
- Strong communication skills
- A go-getter with strong initiative
- Ability to successfully multitask and complete multiple and simultaneous projects
- Ability to handle last-minute issues or day-of event issues with calmness and clear thinking
- Positive, outgoing personality

**To apply:** Please submit a resume and cover letter that highlights the ways in which your experience is relevant and will contribute to this position to: [recruiting@spence-chapin.org](mailto:recruiting@spence-chapin.org). Please put the job title and your name in the subject line of the email.

***This description is not intended to detail every aspect of your job/duties or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.***