

## JOB DESCRIPTION

<b>Position Title: Corporate Giving &amp; Events Coordinator</b>	<b>Classification: as of 2/28/2024</b> <b>Salary Non-Exempt</b>	<b>Date last revised:</b> <b>2/28/2024</b>
<b>Department: Development</b>	<b>Supervises: N/A</b>	
<b>Reports To: Assistant Director of Development and Corporate Partnerships</b>		

### Key Responsibilities

#### Events & Mission Engagement:

- Develop and implement the overall fundraising strategy and experience for agency special events, including but not limited to The Main Event & Play for Kids.
- Achieve or exceed assigned fundraising goals.
- Innovate new promotion and communications plans to drive new exposure for each event.
- Lead all special event logistics with a high attention to detail & excellence.
- Create BBBSCI mission-centric events with an emphasis on the highest quality experience for sponsors/funders/donors and the greater community.
- Lead event sponsorship fulfillment strategy and package opportunities that attract new sponsors/constituents drawing them in to the BBBSCI mission.
- Manage the planning, logistics, communications, and experience for donor/funder stewardship events as assigned.
- Engage new corporate relationships with events while cultivating opportunities for growth.
- Support the engagement and management of relevant volunteer committees as needed.
- Coordinate opportunities for corporate donors and volunteers to engage with and/or support the mission by working closely with the program department.
- Support and manage other efforts of the development department as needed.

#### Corporate Stewardship & Relationship Building

- Coordinate and produce content for regular BBBSCI corporate funder communications.
- Build and produce impact reports to fulfill sponsor recognition for all sponsors of events and programming.
- Engage new corporate relationships with events while cultivating opportunities for growth or program funding.
- Update and coordinate the production of corporate giving materials as needed.

#### General:

- Support the development team in meeting annual fundraising goals.
- Attend required meetings and events as scheduled.
- Establish and promote positive communication among all team members of BBBSCI to increase collaboration and reduce inefficiencies.
- Represent BBBSCI in a professional manner at all times, providing courteous service to both internal and external constituent and presenting a positive image of BBBSCI.
- Abide by BBBSCI policies and practices.

- Complete other duties as assigned.

#### Evaluation of Performance

Performance will be evaluated based on meeting the requirements of the job description; meeting performance metrics and other quality indicators established for this position; working effectively in a team environment; and demonstrating the values of Big Brothers Big Sisters of Central Indiana.

#### Experience, education, degrees, and licenses

- Bachelor's Degree, preferably in nonprofit management, event planning, and fundraising
- 1+ years in non-profit event-based fundraising or sales preferred
- Proficiency in Microsoft office software and experience with or ability to learn Raiser's Edge NXT database.
- Will be required to participate in continuing education programs as requested.

#### Physical demands/Work environment

- Must be able to work proficiently with computers and other office equipment.
- Required to travel approximately 20-40% of time to meet potential donors, partners, vendors or consultants, attend conferences and meetings, etc. Travel is generally within Central Indiana.
- Must have reliable transportation. Drivers of privately owned vehicles must have a valid driver's license and meet state required automobile insurance minimums.
- Must be able to meet eligibility requirements in a background check consisting of National Sex Offender, Criminal History and Motor Vehicle Registry and verified through fingerprinting.

#### ACKNOWLEDGEMENTS

**Employee: I have reviewed this job description with my supervisor and acknowledge receipt.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Supervisor: I have reviewed this job description with my employee.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_