



EVENTS/DEVELOPMENT COORDINATOR

The Development and Events Coordinator helps fulfill New Life Family Service's mission of assisting clients in life-affirming decisions with the love and compassion of Christ by planning and executing all major and minor events for the organization, as well as assisting with donor development.

REPORTS TO

VP of Advancement

POSITION RESPONSIBILITIES

- **EVENTS:** Manage and execute all major events including, but not limited to: Laugh for Life, Walk for Life, New Life Banquet, and Women's event. Assist in the planning and execution of minor events, including but not limited to: Birth Mother Dinner, Life Partner events, Conquerors event, donor related events, and volunteer appreciation events. Oversee operations and coordinate logistics for each event (timeline, promotion, vendor selection, payment arrangements, registration tools, staffing, etc.). Manage registration details for all events. Develop cost assessments, budgets, and schedules for all events. Manage vendor selection, contract negotiations, and service agreements necessary for all events in conjunction with the VP of Advancement and Executive Director. Initiate and coordinate with the marketing team to produce the copy and design for all print and digital event related promotion. Research new event opportunities. Work with the Volunteer Coordinator to secure volunteers for each major fundraising event. Supervise day-of-event personnel. Prepare post-event evaluation and income/expense reports for the VP of Advancement. Gather, present and review metrics and feedback following events to ensure event efficacy and improvement while informing the refinement of the event calendar.
- **DEVELOPMENT ASSISTANCE:** Administratively support the VP of Advancement and the Executive Director in the day-to-day operations pertaining to development. Work with the VP of Advancement to support the overall, comprehensive development strategies and plan for the organization. Connect with individuals, families, businesses and foundations through phone, email, and occasional face-to-face meetings as directed. Maintain a system to thank donors who give at all levels.
- **DATA MANAGEMENT:** Gain a working knowledge of the donor database. Work with Transform MN to pull reports on a regular basis that monitor, track, and analyze donor activity. Run bi-monthly financial reports, organize the data and distribute to the appropriate staff. Input and maintain regular upkeep of donor information and donor touchpoints.
- **LIFE SUSTAINER/PARTNER PROGRAMS:** Work with Executive Assistant to maintain data for the annual Life Sustainer and Life Partner programs. Work with the marketing department to create communication pieces associated with the program and develop a yearly communications plan. Help coordinate Life Sustainer events associated with the program.
- **CORPORATE SPONSORSHIP PROGRAM:** Assist the VP of Advancement to grow the corporate sponsorship program. Execute the tasks needed to maintain the program and relationships with our partners. Maintain a sponsor database and assist with renewals and questions.

POSITION QUALIFICATIONS

- Bachelor's Degree in Business, Communications, Marketing or related field.
- Minimum of two years professional experience in event planning or similar role is preferred (may substitute two additional years of experience in lieu of college degree).



OUTREACH

Attend all New Life events. Present at area churches on Sanctity of Human Life Sunday. Represent New Life and its programs through various fairs and booths throughout the year. Attend additional outreach events at the direction of the VP of Advancement.

SELF-DEVELOPMENT

Participate in appropriate workshops and training sessions and ensure continuing education requirements are met.

CORE VALUES/COMMITMENTS

- Demonstrated faith in Jesus Christ.
- Agrees with and adheres to Transform Minnesota Statement of Faith, Core Values, and Code of Conduct.
- Exhibit strong commitment and dedication to the sanctity of all human life.
- Exhibit strong commitment and dedication to sexual purity.
- Attend weekly staff and prayer meetings.
- Be able to express a clear understanding of the inner workings of a pregnancy care center.
- Demonstrate strong interpersonal and administrative skills.
- Exhibit strong organizational skills and the ability to manage multiple responsibilities at once.
- Exhibit ability to respect client and donor confidentiality through the safe-keeping of related information.

DIRECT REPORTS

None

APPROVED BY: _____

DATE APPROVED: _____

REVIEWED BY: _____