



***LANE PREGNANCY SUPPORT CENTER***  
**JOB DESCRIPTION**  
**EVENT COORDINATOR**

**Objectives:** The Event Coordinator will draft an Annual Event Plan and is responsible for building and leading all events.

**Reports to:** Development Director

**Supervises:** Guild and event volunteers

**Qualifications:**

- Is a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibits strong commitment and dedication to the pro-life position and sexual purity
- Agrees with and is willing to uphold the Statement of Faith, Statement of Principle, and policies of the center
- Has a bachelor degree or related experience equivalent
- 1-3 years of proven experience managing large and complex fundraising events in a sophisticated organization with a reputation for quality and excellence
- A demonstrated ability to manage people and budgets
- Ability to work in a hands-on environment with limited resources
- Ability to effectively gain the respect and support of various constituencies, including staff members, volunteers, and donors
- Superior organizational, interpersonal communication, public speaking, and writing skills
- Ability to carry out responsibilities with little or no supervision
- A straight-forward, self-motivated, and diplomatic approach - sharing information readily, listening as well as giving advice, and respecting the abilities of others
- A strategic perspective, with adeptness at planning, prioritizing, multi-tasking, organizing, and following through while remaining highly energetic and focused on providing an exceptional event experience at every fundraising event
- Passion, enthusiasm, and vision for Lane Pregnancy Support Center's goals - ability to be persuasive, persistent, and determined in the pursuit of the organization's fundraising event goals
- An entrepreneurial, resourceful, and flexible attitude
- Proficiency in MS Word, Excel, and Publisher software

**Responsibilities:**

- Create an annual strategic event plan to ensure the LPSC budget goals are met
- Design, implements and manages all event activities
- Contribute to the production, coordination, and implementation of marketing, communications and event sponsorship solicitation materials
- Fundraising Guild recruitment and management
- Provide regular, detailed event planning progress reports to the Development Director

## Deliverables:

- Plan, conduct, and coordinate a committee to execute major fundraising events
  - A. Annual Banquet
  - B. Annual run/walk - Born to Run
  - C. Donor recognition events at least twice a year
  - D. Recruit and manage event volunteer program
  - E. Guild and event volunteer appreciation program
  - F. Solicitation letter and follow-up for event sponsorship
  - G. Thank you letters for all sponsorships
  
- Reporting
  - A. Prepare event budgets
  - B. Report sponsorship solicitation efforts and results
  - C. Compile and report accurate records of expenditures for budgeted event expenses
  - D. Compile an annual calendar for the implementation of special events
  - E. Maintain event volunteer files
  
- Development
  - A. Produce long and short-term goals to accomplish the event objectives of the center
  - B. Work closely with the Development Director to conduct monthly facilities tours with the goal of recruiting volunteers and obtaining support for the ministry
  - C. Work closely with the Development Director to promote public awareness of the ministry