



Job Description

Events Coordinator

Updated: 6/7/2023

Job Purpose

The Events Coordinator primarily works to advance the mission of First Image by organizing and executing high-value fundraising events throughout the year. They will be a vital part of growing the generosity and engagement of our ministry partners by leading the smooth execution of our events and related fundraising activities. The Events Coordinator will manage an annual event strategy, plan and calendar in collaboration with our development and communications team in order to engage an increasing number of churches, businesses, organizations and individuals with the ministry of First Image.

Our Events Coordinator will be:

A Steward of Relationships: Someone who desires and has the skills to connect and collaborate with others to further the engagement of our ministry partners with the mission and vision of First Image.

A Focused Implementer: A person who can execute tasks independently and aspires to carry out event logistics with excellence.

Highly Organized: An individual who can balance and prioritize tasks, especially in response to the changing needs and responsibilities of different events.

Reports to

Primary: Director of Development (DOD)

Secondary: Chief Executive Officer (CEO)

Job Details

40 Hours/Week

Pay: Annual Salary between \$49,920 - \$54,080

Benefits: Medical, Vision, and Dental; Life & long-term disability insurance; FSA; 403(b) employer match, paid holidays, vacation & sick time

Physical Demands

This position will be primarily indoors with occasionally working outdoors.

Must be able to lift 30 pounds when occasionally moving equipment and/or events supplies.

This person frequently communicates with their supervisor and other staff and must be able to communicate effectively.

Constantly operate a computer and other office equipment such as computers, printers, and office phones.

This person will need to be able to traverse around inside the office and occasionally outdoors. Must be able to sit or stand for extended periods of time.

Responsibilities

Work with the Director of Development (DOD) to executing and implement a comprehensive events engagement strategy in support of the annual fundraising goals.

Manage the planning and execution of First Image events throughout the year, including our two main events, the peer-to-peer fundraising walk in May and fundraising gala in October.

Coordinate with the DOD and development team to schedule and manage tasks, keep accurate partner records, and the tracking and reporting of the events function.

Ensure the hospitality needs that may arise around the events and engagement function are met. This will include but is not limited to purchasing items and assembling center pieces for our gala, putting participant packets together for the run, writing thank you notes to volunteers and ordering food for training.

Oversee the data management and processes related to the events function. This will include data entry, running database reports, and creating, updating, and implementing procedures to ensure data health and smooth onboarding of partner information.

Manage and recommend improved systems, policies, and procedures for the events function.

Recruit, oversee and maintain a portfolio of event volunteers including event committee chairs and members.

Qualifications

Required:

A thriving relationship with Jesus Christ demonstrated in her/his relationships and responsibilities.

Excitement about the First Image mission and vision and desire to invite others to get involved.

Demonstrated event management experience with proven track record of dependability and ability to manage multiple tasks.

Experience and comfort with digital technologies.

Self-motivated and able to work independently.

People oriented – wired to desire connection with our partners and show hospitality.

Flexible schedule with ability to work nights and weekends during busy events seasons. Once trained, regular remote

Reliable transportation and ability to run occasional errands.

Ability to reliably commute or relocate to Portland before starting work. Once trained, hybrid work schedule.

Aligned with First Image's; mission, vision, core values, and core convictions- see First Image Core Convictions and Commitments 6-2020 document. Compassion for and commitment to redemptive work in sexual brokenness, unsupported pregnancy, and abortion.

Preferred:

Intermediate or advanced in MS Suite, especially Excel.

Experience in modern database interfaces, including entry and reporting (Raiser's Edge experience preferred).

Ability to commute/relocate: Portland, OR: Reliably commute or planning to relocate before starting work.