



## **Corporate Engagement & Special Events Coordinator**

### **Job Summary**

The Corporate Engagement & Special Events Coordinator introduces, engages and fosters community support for the Meyer Center and its mission through building successful relationships with the corporate community. Primary duties include the solicitation of corporate sponsorships and engagement in both program initiatives and events. In addition this position is responsible for the successful planning, organizing, management and execution of all signature and 3<sup>rd</sup> party events.

### **Position Description**

The Corporate Engagement & Special Events Coordinator reports to the Director of Development and works to:

- Prospect, cultivate and steward corporate community support
- Plan, organize, and execute the Ladies Holiday Luncheon and the Kids Classic Golf Tournament
- Monitor and coordinate event timelines, work with vendors, and manage volunteer to ensure success
- Direct both silent and live auction item solicitation, confirmation, presentation and distribution
- Help the Director of Development recruit and manage event sponsorships, in-kind donations and event committee members
- Work with the community relations team to publicize events in advance and recognize sponsors as indicated at each event
- Monitor and adhere to the event budget
- Manage event receipts/invoices including accurate coding, approval and submission for payment
- Ensure that all volunteers, vendors, sponsors and staff members involved are aware of job duties, roles and expectations in advance of each event
- Ensure that quality client/customer standards are upheld at all times
- Schedule and coordinate event committee meetings
- Connect with event staff, volunteers, sponsors and attendees to ensure that the needs of each is effectively met
- Thank all event donors and participants in a timely manner
- Oversee 3<sup>rd</sup> party events hosted by Meyer Center partners
- Other duties as assigned

## **Preferred Position Qualifications and Behavioral Expectations**

- Has at least 3 years of event planning or corporate development experience, with a proven track record for success
- Demonstrates the ability to respond with a high degree of urgency to the needs & requests of others, internally and externally
- Shows excellent communications skills, listening, written and verbal
- Proves a willingness and ability to adjust to changing conditions or priorities and take the initiative to identify and act on problems, leading by example
- Possesses outstanding customer service skills, attention to detail, accuracy, accountability and confidentiality
- Has the ability to help load and unload event equipment and supplies as needed
- Can occasionally work some weekends and evenings as needed to ensure event success