



**Position:** Special Events and Communications Coordinator

*(Updated 2-2020)*

**Supervisor:** Executive Director

**Job Summary:**

The Special Events and Communications Coordinator is responsible for the management and coordination of all special events and communications for Golden House. This position develops event plans, sponsorship arrangements and relationships with businesses, individuals and organizations interested in supporting Golden House's events and activities, and leads communications for Golden House. This position will work in coordination on other projects as assigned by the Executive Director, other office staff and volunteers in attracting funding for Golden House.

**Hours:**

Part-Time (*upto 30 hours*), Hourly Position

The ability to work flexible hours is necessary. Primarily works business hours during the week, but duties will require working some evenings and weekends.

**Essential Duties:**

Planning, implementation and follow-up for all special events.

Planning, implementation of communications strategy and execution in partnership with the marketing committee and executive director.

Manage all aspects of event and communications volunteer committees and volunteer coordination, including but not limited to, staffing, recruitment, supervision, training and acknowledgement.

Responsible for silent auction, prize and in-kind donation solicitations for each event.

Cultivate and expand sponsorship development and fulfillment.

Supervise and coordinate with event contractors.

Establish and expand merchandise opportunities.

Assist the Executive Director and staff in other fundraising programs and communications needs as necessary.

Promotes a healthy shelter living environment by ensuring that shelter guidelines and responsibilities are followed by staff and shelter residents, addressing any issues



immediately through proper protocol.

Represent Golden House, Inc. in the community through awareness activities, community collaborative efforts, ongoing and short-term committee involvement, and educational presentations.

Maintains a clean, professional appearance of facility by following protocol for accepting and storing donations, keep storage areas organized, and complete other tasks as assigned.

Maintains the confidential nature of client and business information.

**Knowledge, Skills, and Abilities:**

Knowledge of the dynamics of domestic violence.

Knowledge of fundraising management and special events planning.

Knowledge of communications and social media trends for nonprofits.

Knowledge of volunteer recruitment, engagement and management.

Knowledge of computers, online platforms necessary to execute events and communications plans, and the required software.

Ability to be open minded to new and unique ways of doing business to meet and exceed annual goals and objectives.

Ability to communicate and respond to the needs of volunteers and donors to meet or exceed their expectations within organizational effectiveness.

Ability to motivate and guide staff and/or volunteers to complete expected work-plans in a timely and accurate manner.

Ability to understand human behavior and to relate sensitively and effectively with victims of domestic violence and their families.

Ability to establish and maintain positive, cooperative working relationships with a wide variety of collateral resources.

Ability to plan and organize work and to make effective use of time.

Ability to communicate effectively both orally and in writing.



Ability to work the required hours of the position.

**Minimum Qualifications Required:**

Bachelor's Degree in public relations, marketing, business discipline profession or related field is preferred

One to three years of professional fundraising and special event experience.

Valid Wisconsin driver's license.

Completion of criminal background check.

**Typical physical and mental demands:**

Requires sitting, standing, bending and reaching. Requires eye-hand coordination and manual dexterity sufficient to operate a computer and standard office equipment. Requires hearing within normal range and vision correctable to 20/20 to read communications, reports and computer terminals.

Must be able to analyze many variables and choose the most effective course of action for clients and/or the organization at any given point in time. Must be able to communicate and provide verbal feedback in a professional manner. Must be able to analyze causes of interpersonal conflicts and resolve complex communications issues. Must be able to resolve problems, handle conflict, and make effective decisions independently. Ability to give, receive and analyze information, formulate plans, prepare written materials, and articulate goals and action plans. Must handle novel and diverse work problems on a daily basis. Must be able to perform arithmetic calculations involving fractions, decimals and percentages.

*This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The employee may be requested to perform job-related responsibilities and tasks other than those stated in this description.*