

DEVELOPMENT EVENT COORDINATOR

- Serves as a member of the Board's Development Committee
- Holds all general and detailed responsibilities in the planning and implementation of assigned events as determined by the Development Committee
- Researches markets to identify opportunities for events
- Liaisons with clients to ascertain their precise event requirements and negotiates contracts
- Produces detailed proposals for events (e.g. timelines, venues, suppliers, legal obligations, staffing, budget)
- Agrees to and manages a budget
- Secures and books a suitable venue or location
- Ensures insurance, legal, health and safety obligations are adhered to
- Coordinates event personnel inclusive of official staff, volunteers, contractors, etc
- Organizes facilities for car parking, traffic control, security, first aid, hospitality, and the media
- Identifies and secures speakers, performers, and/or special guests
- Plans, organizes, and sets-up facility\room\venue layout
- Solicits sponsorship and donations for events
- Plans and liaisons for marketing and public relations with administration
- Liaisons with clients and administration to create a brand for the event and organizes the production of tickets, posters, brochures, etc
- Coordinates and implements troubleshooting on the day of the event to ensure smooth operations
- Plans, coordinates, and oversees the dismantling and removal of the event and the clearing and cleaning of the venue
- Produces post-event evaluations inclusive of data entry and analysis and producing reports for event stakeholders
- Produces post-event public relations correspondence such as thank you notes and/or recognition announcements