

UNITED WAY OF CENTRAL NEW MEXICO
JOB DESCRIPTION

Job Title: **Event Planner**

Department: **Communications**

Exempt: **No**

Reports to: **Marketing Manager**

Salary Classification: **Level II**

PURPOSE:

Coordinate and implement the special events of UWCNM and its Affinity Groups.

ESSENTIAL FUNCTIONS:

Develop and Manage Events

- Develop a year-round calendar of all UWCNM donor events
- Create invites and manage distribution and RSVP tracking through CVENT and Constant Contact
- Oversee all event planning:
 - Help staff and volunteers to develop the event goal, purpose, audience, theme, date and location
 - Develop, track and coordinate budget and timeline
 - Coordinate and hire vendors, including venue, decorations, food & beverage, invitations, photography and media, as needed
 - Help staff and volunteers develop program, agenda, entertainment, etc.
- Coordinate volunteers and UWCNM staff participation for each event
- Work with the development team to properly acknowledge and promote all participating event sponsors and co-branders.
- Work with Marketing and Development teams to design and produce support items, such as programs and signage
- Work with Development team and volunteers to evaluate ROI on events for reporting and future event planning
- Responsible for overall event set-up and breakdown
- Manage special projects that require all UWCNM staff coordination
- Support other efforts in the Marketing Department with assistance in scheduling appointments, managing documents, producing internal materials, proofing collateral, etc.
- Assist with other marketing duties as assigned

CORE COMPETENCIES:

- Provide the highest level of customer service to volunteers, donors and staff.
- Strong budget management skills
- Requires high level of organizational and interpersonal skills. Must be able to work both independently and within a team. Must be highly organized to meet deadlines, yet flexible to meet changing needs and unexpected requests.
- Strong communication skills. Must be able to plan and run effective meetings
- General attributes include ability to manage events, support volunteers and develop projects simultaneously, track results, respect diversity, offer strong self-motivation and positive attitude, a willingness to commit to the values of the organization and a desire to build community.

MINIMUM REQUIREMENTS:

Bachelor's Degree and 5 years of experience in event planning. Must have proven experience as an events planner or organizer, portfolio of previously managed events (weddings, meetings, parties, corporate events), excellent time management and communication skills, and the ability to manage multiple projects independently.

Attention to detail is critical in this position. Flexibility, independence, critical thinking and decision-making skills are required to succeed in this position. The position requires a commitment to working in team settings, an understanding of internal and external customers, including staff and volunteer management. Proficiency with Microsoft Office.

Must be able to work occasional early mornings, evenings and weekends to attend a variety of events and meetings. Must possess a valid New Mexico driver's license and have daily access to a dependable motor vehicle with insurance.

EQUIPMENT USED:

Standard PC based office equipment.

PHYSICAL REQUIREMENTS:

Standard office environment. Position is primarily an office setting, requiring long periods of sitting at a desk and computer. The position requires the ability to lift 20 pounds unassisted, 40 pounds with assistance.

For consideration, please send a resume and cover letter to : applicant@uwcnm.org by July 11, 2017