



Metropolitan Organization to Counter Sexual Assault

Job Title: **Special Events Coordinator**
FLSA Status: Exempt
Department: Development
Reports to: Vice President of Development

Since 1975 Metropolitan Organization to Counter Sexual Assault (MOCSA) has been an essential part of the Kansas City metro. Our mission to improve the lives of those impacted by sexual abuse and assault, and to prevent sexual violence in our community. MOCSA is seeking an experienced event planner to join our dynamic organization of diverse, dedicated and innovative individuals. Applicants should have a passion for sharing our vision and mission with donors, supporters, event participants and the greater community. MOCSA has an annual budget of \$3.6 million with over \$750,000 raised in special event revenue each year.

SUMMARY

This position is responsible for planning, implementing, and managing MOCSA's special events to raise 20% of the annual agency budget.

JOB OBJECTIVES

I. Event & Volunteer Management

- a. Plan and execute three large fundraising events annually in addition to a variety of third party fundraising throughout each year.
- b. Recruit, coordinate and motivate fund development and agency volunteers to help implement special events and meet fundraising goals.
- c. Manage and provide leadership to volunteer committees for each of our large events and ensure that committee members are fully supported to accomplish tasks required.
- d. Ensure volunteers and event participants receive regular communication and timely acknowledgement of their gift of time, talent and treasure.
- e. Coordinate and assist in negotiation of contracts and agreements with vendors and third parties for events.
- f. Ensure accurate and detailed records of event planning and communications and utilize agency databases to track information.

II. **Budgeting & Profitability**

- a. Formulate and manage event budgets and fundraising goals with oversight from the VP of Development.
- b. Develop strong networks within the local community to engage new event attendees and donors.
- c. Develop prospects for new revenue streams, event sponsorships and volunteer role placement.
- d. Collaborate with Vice President of Development and Controller to track event budgets, evaluate cost-effectiveness and profitability of each event.

III. **Event Marketing & Awareness Raising**

- a. Work with media to publicize agency mission and events to heighten public awareness and reach fundraising goals.
- b. Work with program staff and volunteers to ensure that every event contains program content to enhance the knowledge of the audience and general public regarding MOCSA's mission and programs.

IV. **Media**

- a. Serve as a representative of MOCSA including written, recorded, videotaped and photographed images, voice and name in online, video and printed publications.

The responsibilities described represent the primary responsibilities of the job. Other responsibilities may be assigned by the supervisor as warranted by business needs. The incumbent is expected to do all assigned responsibilities.

KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION

Minimum Qualifications

Bachelor's Degree and three to five years' experience in special event planning, fundraising and management. The position also requires strong attention to detail, excellent communication skills and volunteer management experience.

Preferred Qualifications

Experience in nonprofit fundraising, sales or marketing.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must

be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Work is typically performed in an office environment. While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Mental Demands

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with faculty, staff, administration, funders, and others encountered in the course of work.

BENEFITS

MOCSA provides a comprehensive benefits package including generous vacation, holiday and medical leave, employer provided medical, dental and life insurance policies, and retirement and cafeteria plans.

The salary range for this position is \$40,000 - \$50,000 DOE.

MOCSA is an Equal Opportunity Employer committed to creating and supporting a diverse staff.

APPLICATION INSTRUCTIONS

Please send cover letter, resume and salary requirements to info@mocsa.org or by fax to (816) 931-4532.

Please, no phone calls.