

Child & Family Services Job Description

Position: Special Events Coordinator
Department: Development
Reports To: Chief Development Officer
FLSA Status: Non-exempt

Position Summary:

The Special Events Coordinator plays an important role in the Development Department and is responsible for the department's special events program and a number of cultivation initiatives. The person filling this position will work closely with the development team in achieving departmental fund raising goals and to further the Agency's mission. This is a part-time position of 24 hours per week offering a flexible schedule.

Major Responsibilities/Activities:

- Heartlight Event
 - Plan, implement and evaluate the annual Child & Family Services event;
 - Develop and prepare all necessary materials for the event;
 - Establish expense and revenue budgets;
 - Prepare timetables;
 - Recruit and manage event volunteers;
 - Generate correspondence for event;
 - Staff Heartlight committee meetings;
 - Work with Office Manager to manage database relating to event.
- President's Briefing Program
 - Plan, implement and evaluate this Child & Family Services cultivation initiative;
 - Responsible for identifying board member host, prospective attendees and coordinating each Briefing with board member, agency CEO and CDO;
 - Responsible for invitations sent to guests, RSVP's, refreshments and internal agenda;
 - Manage participant database.
- Casual Days For Kids & Third Party Events
 - Plan, implement and evaluate these seasonal fund raising programs
- Manage special event information on agency Website.
- Participate in Quality Improvement program.
- Perform additional duties as assigned.

Desired Qualifications:

- At least three years of experience in special events.
- Bachelor's degree preferable.
- Familiarity with the Western New York corporate community.
- A track record in obtaining event sponsorships.
- Experience in volunteer recruitment and management.
- Excellent organizational, verbal and written communication skills.
- Computer literacy required.
- Ability to manage a variety of responsibilities simultaneously.

Child & Family Services is one of the oldest and largest family service agencies in Western New York and is recognized as a national leader in innovative programming and services. The agency's 41 programs provide services to 11,000 plus children, women and families each year.

The 136 year-old not-for-profit agency strengthens families and promotes the well-being of children through prevention, intervention, education and advocacy.

Child & Family Services is governed by a voluntary board of directors which represents the broad community the agency serves.

Resumes from qualified candidates should be sent to the attention of Human Resources, 330 Delaware Avenue, Buffalo, NY, 14202 or jobs@cfsbny.org. or contact Susan Siwec, Chief Development Officer at ssiwec@cfsbny.org.