

POSITION

Special Events Coordinator

POSITION FUNCTION/OVERVIEW:

The Special Events Coordinator reports to the chair of the Fundraising Work Group (FWG), which is part of the Marketing and Stakeholder Education committee. The FWG is tasked with soliciting funds for GPCI scholarships and general operations.

RESPONSIBILITIES:

The Special Events Coordinator(s) help the fundraising work group and conference planning committee stage GPCI's social and fundraising events at the annual GrantSummit conference, usually held the first week of November. Tasks include: communicating with sponsors, preparing guest lists, planning the event run-of-show, designing the event program, recruiting and supervising day-of-event volunteers, setting up the event room, and sending thank-you notes. These tasks may be shared by more than one special events coordinator.

QUALIFICATIONS:

- Experience in event planning or project management
- Strong organizational skills
- Enthusiasm for public gatherings and social events
- Ability to understand and comply with ethical standards and confidentiality requirements

TIME COMMITMENT:

Short-term commitment from late September to early November; total 20-30 hours (flexible)

DRAFT 7-17-2023