

Friends of the Children-Boston
Special Events Coordinator

Mission: *Friends of the Children-Boston (Friends-Boston)* creates generational change by engaging children from high-risk communities in twelve and a half years of transformative mentoring relationships. From kindergarten through graduation, no matter what.

Organization: At *Friends-Boston*, we do not shy away from actively seeking out and serving the highest risk kids facing extreme barriers to success. To achieve our mission, we identify children facing the hardest challenges, and relentlessly dedicate our resources to them for their entire childhood—from kindergarten through high school graduation. We call the high-risk children we serve "Achievers" to demonstrate our belief in their potential to succeed, just as we call our professional mentors "Friends" because they are forming meaningful relationships with our youth. *Friends-Boston's* long-term goal is that Achievers will graduate from high school and succeed in college. We select children from high-risk communities in kindergarten and provide them with weekly support every year for 12.5 years.

The Special Events Coordinator Position: A temporary position with *Friends-Boston* starting in February and going through June, the Special Events Coordinator helps to advance the mission of *Friends-Boston* by supporting the work of the Development Department. This position reports to the Director of Development and is specifically responsible for assisting with the annual gala known as the Friend Raiser.

The Special Events Coordinator provides broad support for Friends-Boston's 13th annual Friend Raiser being held Thursday, May 3rd, 2018, including working with volunteer committees including registration and check-out, updating documents and presentations for the event, decorations, seating, signage, as well as soliciting and coordinating live auctions. *Friends-Boston's* signature event, the Friend Raiser raises 25% of the organization's annual revenue.

The Special Events Coordinator must have excellent verbal and written communications skills and a deep understanding of donor-centered communications. The Special Events Coordinator must also be able to balance multiple projects and meet deadlines while maintaining a can do attitude. The Special Events Coordinator must be able to work independently as well as be a team player willing to help wherever is needed. While the Special Events Coordinator is a part-time position, it is understood that supporting specific events may require more than 20 hours per week and a flexible work schedule as the Friend Raiser approaches.

Responsibilities: Work closely with Director of Development and Philanthropy Coordinator in coordinating all aspects of the Friend Raiser which include the confirmation of participants and vendors prior to the event, on-site management, and post-event follow-up

- Solicit and manage live auctions: solicit donations, create packages, develop minimum bids and create bid sheets, acknowledge and recognize donors, track items, produce needed reports and paperwork
- Compile letters, informational packets, and related materials in response to donor inquiries.
- Work with Director of Development and Philanthropy Coordinator on managing volunteers, staff and others with event set up and day-of operations
- Help manage event information in the Salesforce database including acknowledgments and pledge tracking

Characteristics Required:

- Maintain a positive and welcoming attitude
- Provide service above and beyond what guests anticipate
- Be compassionate while maintaining clear boundaries
- Be an active, contributing member of the *Friends-Boston* Team

Qualifications:

- Bachelor's degree

- 2+ years of events, nonprofit or related experience
- Excellent written and verbal skills
- Ability to multi-task successfully
- Excellent computer skills, specifically with Microsoft Office and Design products
- Knowledge of social media and related strategies
- Working knowledge of Salesforce or other Donor Management databases
- Attitude of continual improvement
- Experience in and aptitude for effectively working with volunteers
- High energy and passion for the *Friends-Boston* mission

Benefits:

- Flexible schedule
- Ability to work from home (must live in the Boston area)

To apply:

Send cover letter and resume to stacy@friendsboston.org or Friends of the Children-Boston, Attn: Stacy DellOrfano, 555 Amory Street, Jamaica Plain, MA 02130.

Contact: Stacy DellOrfano

E-Mail: stacy@friendsboston.org

Mailing Address: Friends of the Children-Boston, Attn: Stacy DellOrfano, 555 Amory Street, Jamaica Plain, MA 02130