

# Camp Fire First Texas Job Summary



<i>Job Title</i>	Special Events Coordinator
<i>Department</i>	Development
<i>Position</i>	Coordinator
<i>Level/Classification</i>	4
<i>Location</i>	Camp Fire Resource Center, 2700 Meacham Blvd Fort Worth 76137
<i>In-Person/Virtual</i>	40 hours per week, including after-hours committee meetings and events as scheduled. Hybrid schedule optional
<i>Reports To</i>	Director of Development
<i>FLSA Status</i>	Non-Exempt
<i>Full/Part Time</i>	Full Time
<i>Regular/Temporary</i>	Regular
<i>Compensation Package</i>	Up to \$22/hour Plus an excellent benefits package including medical and dental insurance, supplemental insurances, company paid LTD & Life, 7 paid holidays, 1 floating holiday, week-long closure in December, PTO and personal leave for employees working 30+ hours, and a 401(k) retirement savings plan including a company match.
<i>Start Date</i>	January 1, 2023

**APPLY NOW**

## Our Commitment to Equity

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our qualifications listed. If you are unsure whether you meet the qualifications of this position, please feel free to contact us to discuss your application. Camp Fire strives to create an inclusive environment that welcomes and values the diversity of the people we serve. We foster fairness, equity, and inclusion to create a workplace environment where everyone is treated with respect and dignity.

## Our Investment in You

Through a commitment to equity, continuous learning and by leading with our values, we believe in maintaining a supportive work culture while providing the highest quality programming. Camp Fire is putting the call out to the passionate individual who is ready to join our team.

**Job Summary:** Camp Fire First Texas is accepting resumes for a Special Events Coordinator to manage all logistics and community connections for the agency's annual fundraising events: An Artists' Christmas and the El Tesoro de la Vida Benefit Dinner, ensuring they meet or exceed financial goals. The ideal candidate will be detail-oriented, well-connected in the community, computer savvy, adept at negotiating contracts with vendors, and experienced in

planning and executing large and complex in-person events. This person should also possess excellent communication, organization, volunteer management, database skills and the ability to exhibit grace under pressure on event days.

### **Essential Functions:**

- Provide staff direction and manage all logistical details for Camp Fire fundraising events, including An Artists' Christmas, El Tesoro de la Vida Benefit Dinner, and other identified special events
- Ensure all events meet or exceed fundraising goals
- Develop and adhere to event timelines
- Oversee production of event collateral, including sponsorship packets, invitations, email communications, signage, and other printed materials
- With supervisor, develop and monitor detailed event budgets
- Select vendors according to agency protocols and negotiate expenses to ensure expenses are kept within budget
- With supervisor and committee, communicate with current and prospective sponsors, ticket-buyers and in-kind donors
- Cultivate and manage event committee and volunteer relationships
- Attend all committee meetings and report recaps to members
- Maintain donor and event information in Raiser's Edge
- Ensure all volunteers and donors receive appropriate recognition and timely acknowledgments.

### **Required Knowledge/Skills/Abilities:**

- Experience in planning and executing large and complex events
- Must have knowledge of community and community contacts
- Experience in fundraising, such as Annual Giving, Special Events
- Organized and detail-oriented
- Excellent writing, communication, research and networking skills
- Experience with recruiting and managing volunteers
- Experienced with Microsoft Office Suite
- Bachelor's Degree preferred, or equivalent combination of education, training, and experience.

### **Preferred Knowledge/Skills/Abilities:**

- Experience with fundraising databases, Raiser's Edge preferred
- Some knowledge of budget development and management

### **Essential Functions:**

- Must be able to lift 40 pounds
- Must be able to communicate clearly, both verbally and in writing
- Must be able to drive and have transportation to attend off-site meetings and occasionally meet with donors
- Must be able to use office equipment including copiers, computers and telephones

### **Relationships:**

- Communicate and collaborate with the CF Staff to achieve fundraising goals
- Build and maintain strong relationships with donors, event committees, volunteers and vendors
- Maintain a keen awareness and knowledge of the Fort Worth philanthropic community

## Accountability:

This position is responsible for achieving the fundraising efforts of the agency by ensuring that special events meet financial goals and are executed according to plans set by CF Leadership and event committees.

## Key Area of Responsibility:

Key Area of Responsibility	Specific Duties
Special Event Logistics	<p>Maintain historical information on all events</p> <p>With supervisor, develop and execute detailed event timelines</p> <p>Coordinate production of event direct mail and emails for sponsorships, artist recruitment, and invitations.</p> <p>Keep invitation and all other mailing lists current</p> <p>Update and inform other Development staff on event-related tasks</p> <p>Serve as staff liaison with venue and all event vendors</p> <p>Lead efforts for the procurement of in-kind donations for the silent and live auctions</p> <p>Manage all aspects of the online bidding software</p> <p>Research and maintain records of prospective venues, caterers, and other vendors</p>
Committee and Volunteer Relationship Management	<p>Work with General Chair(s) to plan events</p> <p>Work with sub-committees to accomplish goals such as underwriting/sponsorships, table/ticket sales, in-kind auction donations and procurement</p> <p>Schedule and attend all event committee meetings</p> <p>Send timely communications to all committee members, including event reminders, meeting recaps and important updates</p> <p>Identify and recruit new committee members and attendees</p>
Financial Operations	<p>Research and identify new and existing prospects for sponsorship and attendance</p> <p>Assist in follow-up communications with prospective donors</p> <p>Follow Council protocol for selecting vendors</p> <p>Negotiate vendor contracts to ensure costs stay on budget</p> <p>Maintain detailed and accurate records of expenses</p> <p>Submit and process invoices according to agency accounting protocols</p>
Manage Donor Communications	<p>Ensure prompt and appropriate acknowledgment of gifts and recognition of donors</p> <p>Ensure prompt acknowledgment and tax letters are sent to all donors for special events &amp; corporate contributions</p> <p>Ask appropriate volunteers and staff to thank donors</p> <p>Give special recognition for special or unusual contributions (at Board meetings, dedications, etc.)</p> <p>Invite major donors to appreciation and other events</p> <p>Ensure all sponsor/donor listings are accurate, including on the Camp Fire website, event collateral, publications and social media.</p>
Database Management	<p>Maintain event and donor information in Raiser's Edge</p> <p>Update donor contact information as needed</p> <p>Gather and enter information on prospective donors</p> <p>Maintain records and track communications and/or interactions with prospects, donors, fundraising volunteers</p>

	Maintain all event records including gift postings Maintain current and accurate committee, participant, volunteer, sponsor and invitations lists Produce prospect lists, letters/mailings for solicitations, follow-ups and acknowledgments. Produce event reports as needed. Record event reservations and ensure all event participants are accurately entered into the donor database
General Responsibilities	Maintain knowledge of Council programs and operations Other duties as required

## About Camp Fire:

Camp Fire First Texas is a 501(c)(3) nonprofit organization that invests in North Texas communities by providing out-of-school time and outdoor learning programs for children and youth while also offering workforce development programs for early childhood educators. We envision a community in which every child has equitable access to the learning opportunities they need to succeed and thrive in a rapidly changing world.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

## Our Commitment

Camp Fire welcomes and embraces all youth of diverse cultures, beliefs, experiences, and identities. We are committed to creating a culturally-responsive, inclusive, and safe environment for all children, families and staff. Camp Fire First Texas is an Equal Opportunity Employer. Employment decisions are made without regard to race, age, religion, color, gender, gender expression and identification, sexual orientation, national origin, physical or mental disability, marital or veteran status, or any other classification protected by law.

## Apply:

[Apply online](#) or email [HR@CampFireFW.org](mailto:HR@CampFireFW.org) a cover letter, resume & salary requirements.

View other open positions at <https://www.campfirefw.org/careers/>.

*Employment at Camp Fire First Texas is on an at-will basis. The employee and the organization are each free to terminate the relationship at any time without cause.*

*Due to the volume of responses, only qualified parties will be contacted. **No phone calls or follow up emails, please.***

