



Marketing & Events Coordinator

Please send resumes and cover letters to jeannie.colson@olmoutreach.org

Reports to: Senior Marketing & Communications Manager

Location: Primarily Johns Island, SC 29455 and Occasionally Charleston, SC 29403

Salary: \$44,000-\$47,000/year

For over 30 years, Our Lady of Mercy Community Outreach has been committed to the community. We assist our neighbors in need, helping individuals and families achieve their desired path to success. We work to address the root causes of poverty and create systemic change by providing basic and emergency resources, education, job assistance and health services. Our holistic, case-management approach addresses the core aspects of a successful life and provides opportunities for generations of families to build sustainable skills and overcome barriers. We believe that everyone has the right to thrive.

Our Lady of Mercy Community Outreach is about community, inside and out. We welcome talent, innovation, compassion and enthusiasm for our mission and how we are changing the communities we serve. You'll find team members who are eager to team up and collaborate together. We are looking for a Marketing & Events Coordinator who wants to make a difference in people's lives every day and deepen our impact.

Job Description

The Marketing and Events Coordinator works with the Senior Marketing & Communications Manager to ensure success in growing mission revenue for the organization and amplifying the our reputational capital within the community by marketing the events and activities. He/she will execute fundraising activities including, but not limited to: annual and one-time events; and supporting additional projects as needed.

Job Requirements

- **Education:** Bachelor's degree
- **Experience:** At least 1 year of previous experience in event planning required or equivalent work experience will also be considered.

Qualifications/Skills

- Professional judgment and discretion that comes from at least five years of experience in the field
- Passion for and proven success in event management
- Ability to anticipate project needs, discern work priorities and meet deadlines
- Requires a high level of energy, enthusiasm and accountability fueled by a result/outcome-oriented work ethic.
- High level of organizational skills resulting in a donor management strategy of research, cultivation, solicitation of prospective and current donors as well as successful events.
- Proficient in Microsoft Office Professional Suite
- Proficient in Raiser's Edge or similar database
- Excellent interpersonal, communication and relationship building skills with the ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multitasker with the ability to wear many hats in a fast-paced, high pressure environment.
- Budget management skills and proficiency
- Analytical skills to forecast and identify trends and challenges

Core Values of the Organization

- Compassion - Serving with a spirit of charity, love and understanding.
- Inclusiveness - Committing to ensure diversity and acceptance of all people.
- Dignity - Treating individuals with respect and honesty in all situations.
- Empowerment - Achieving results through teamwork and partnership.
- Integrity - Conducting ourselves in a highly ethical manner and serving as good stewards of our resources.

Role-Specific Competencies

- Problem-solving and flexibility
- Being comfortable in an ambiguous work environment
- Top-Notch organizational skills and the capability to handle multiple project at one time
- Attention to detail and insisting on the highest standards

Job Duties

Events:

Event Planning, Production and Management

- Create, manage and act as liaison for the timeline, program and task lists for all organizational events including but not limited to: Signature Events, Outreach events, 3rd Party fundraisers, Advancement events
- Lead and act as liaison to all event planning and production meetings and discussions.

- Negotiate costs and services with vendors; book event space, arrange food and beverage, order all supplies/decorations, coordinate audiovisual equipment & operation.
- Solicit sponsors, attendees, silent auction and raffle items for events
- Organize and lead collaboration with volunteer manager to secure volunteers; assist in management of team members and volunteers working at the event.
- Manage on-site production and clean up for events as necessary.
- Assist in sponsorship levels and solicitation.
- Organize and manage the invitation, registration and attendee processes and flow.
- Manage the follow-up with vendors, sponsors and staff members following each event.

Event Revenue Generation

- Meet and exceed revenue goals associated with events
- In coordination with leadership team and strategic planning, create and execute innovative event ideas with significant ROI potential
- Develop and implement strategy to develop relationships and increase mission revenue generation from third party fundraisers

Event Administration

- Assist with preparing budgets and provide periodic progress reports for each event project.
- Keep track of event finances including check requests, invoicing, and reporting.
- Reconcile all event finances with finance office; provide audit reports as requested
- Ensure all information related to events is tracked properly in the CRM including attendees, notes, and donations

Marketing:

- Work with Senior Marketing & Communications Manager team to create event sponsorship packages and lead the solicitation and securing of sponsorships
- Organize and lead collaboration with the Senior Marketing & Communications Manager on event concept, graphic design/production/printing, distributions of event marketing.
- Create and disseminate digital, physical and print marketing event materials

Schedule

Exempt, full time employee. Business hours are Monday through Friday, from 8:30 a.m. to 4:30 p.m. with an hour lunch break. Our standard work hours may vary based upon position requirements. Additional hours may be required during peak times, which may require an adjusted work schedule, and evening/weekend hours in order to meet deadlines. All work hours above standard hours must have pre-approval of the supervisor.

Benefits

Flexible schedule, Paid personal leave, 10 paid holidays, paid medical, dental, vision, life, AD&D, long term disability, 403B plan with matching contributions.

Physical Demands & Work Environment

Work is performed in a fast-paced and sometimes stressful, professional office environment with noise moderate levels. Position requires team member to effectively use a computer at a work station for long periods of time and to accommodate potentially frequent interruptions. Must be able to lift 15 – 25 pounds.

Our Lady of Mercy Community Outreach is an Equal Opportunity Employer

Our Lady of Mercy Community Outreach is committed to an inclusive workplace and is an equal opportunity employer. We do not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status.