

Temporary Event Coordinator (Night Out 2018)

Organization description: Our Family Coalition (OFC) advances equity for lesbian, gay, bisexual, transgender and queer (LGBTQ) families with children and prospective parents through support, education, and advocacy. We seek to create an inclusive and just world where all LGBTQ families with children have visibility and opportunities to thrive as valued participants in our schools, institutions, and communities.

Job description: Night Out is our annual gala and a celebration of the work for justice in the LGBTQ family community. The role of our Event Coordinator is critical to the success of Night Out.

Responsibilities:

- Coordinate and manage all mailings and electronic communication to individual and corporate sponsors
- Work with Executive Director (ED), Development Committee, and Board of Directors to identify and cultivate prospective sponsors (lists already in place)
- Cultivate list of identified sponsors for Night Out gala 2018 (already in place)
- Manage data and communications on sponsorship confirmations and outreach
- Work with event producer to manage event timeline, ensuring deliverables are met in a timely manner
- Work with ED and Development Committee to secure, communicate logistics, and prepare all honorees
- Work with event producer, video producer, and Communications Director to manage schedule and communicate with participants in annual promotional video (launched at Night Out)
- Work with ED and event producer to identify and secure entertainment and emcee
- Work with event producer and graphic designer to ensure all necessary items are prepared for sponsor visibility on all Night Out materials (print & online)
- Maintain up-to-date NEON (customer relationship management database) and Excel lists with all sponsor confirmations, ticket sales, and donations
- Update ED and event producer on all sponsors, ticket sales and donations
- Work with Communications team to ready NEON site for ticket sales and opening
- Work with Communications team on ongoing promotion of Night Out
- Work with ED, Development Committee and event producer on structure of the program, the “ask,” and introduction of honorees
- Work with ED, Operations Manager, and event producer on the table assignments for the day of gala
- Secure all pledges related to Night Out 2018 (post-May 11) and ensure all sponsor benefits are delivered
- Generate final Night Out fundraising report to ED in a timely manner (post-May 11)
- Prospect and cultivate donors and corporate sponsors for Night Out 2019 (post-May 11)

Qualifications:

- Quick learner with initiative & strong attention to detail
- Experience in fundraising and event planning for non-profit organizations
- Computer literacy, especially with databases, mail merges, spreadsheets, etc.
- Good organizational and time-management skills
- Excellent written and oral communication skills
- Demonstrated knowledge of and/or commitment to LGBT equality and social justice
- Availability for occasional evening and weekend activities a plus



Timeline:

- Starts immediately at 20 hours per week
- Hours may increase up to 30 hours per week as needed
- Event takes place Friday, May 11, 2018

Duration: This is a contract position which runs from date of hire through May 31, 2018

Compensation: DOE

To apply: Email a resume and cover letter detailing your donor cultivation, fundraising, and/or event planning experience, along with hourly rate, to Jennifer@ourfamily.org.

Our office is located in San Francisco, easily accessible by public transportation.

The position will be filled as soon as the right match is identified.

Our Family Coalition is an equal opportunity employer and we encourage applications from women, people of color, people with disabilities, members of the LGBTQ community, or other underrepresented groups. OFC does not discriminate in its employment practices or policies on the basis of race, color, creed, ethnic or national origin or ancestry, age, gender, gender identity, religious beliefs, sexual orientation, veteran status, or disability.