



POSITION TITLE: Event Coordinator

FLSA STATUS: Full Time/Exempt

DEPARTMENT: Community & Corporate Engagement & Marketing

REPORTS TO: Director of Marketing & Communications

Purpose of Position:

The United Way of Greater Chattanooga (UWGC) is seeking an Event Coordinator to oversee in-person and virtual events. This position will manage the creation of meaningful and impactful events that advance brand awareness, foster strong community relations, increase donor and volunteer loyalty, and acquire new supporters. Working closely with internal stakeholders and external vendors, this role will oversee the full lifecycle of events: storyboarding, planning, budgeting, scheduling, obtaining sponsorships, managing vendors, and measuring success. The ideal candidate is impeccably organized, has keen attention to detail, and possesses superior hospitality and customer service skills.

Key Responsibilities:

- Collaborate across all departments to manage the event portfolio: Nonprofit partner events, meet & greets, trainings, community events, fundraising events, volunteer events, leadership giving dinners, lunch & learns, staff events, sponsor booths, and additional special events
- Manage the event calendar, including internal and external communications to support
- Negotiate with venues and vendors to secure rates that enhance budgets
- Manage vendors and speakers prior to and during events to ensure seamless execution
- Develop budgets and oversee financial reporting for each event
- Manage sponsor relationships and collaborate with marketing team to ensure marketing tactics are executed on time based on the sponsorship agreement
- Produce event content such as save the dates, RSVPs, promotional items, signage, etc.
- Lead pre-event planning meeting with a run of show and post-event evaluation with a survey
- Manage internal event systems and tools to track engagement and organize attendance
- Lead logistical event set up and tear down providing direction to staff and volunteers
- Effortlessly adjust to changing priorities with the ability to problem solve quickly
- Balance short-term event deliverables while supporting long-term strategic goals

Skills, Knowledge and Experience:

- Bachelor's degree or equivalent required in marketing, communications, or related field
- 1-3 years of experience required in event management
- History of successfully managing internal and external partners
- Proven track record of staying on time and on budget
- Highly organized and detail oriented
- Proven negotiating skills
- Proven budget management skills
- Ability to prioritize and multitask in a fast-paced environment

- Ability to work both independently and as a member of a team
- Excellent relationship management and interpersonal skills
- Ability to work non-traditional hours due to the nature of events
- Familiarity with 501(c)(3) regulations a plus

Position Type/Expected Hours of Work

- This is a full-time position, working 40 hours per week. UWGC offers flexible work arrangements with a mix of remote and in-person hours each week. Occasional evening and weekend work may be required as job duties demand.

Core Competencies:

- **Mission-Focused:** Catalyze others' commitment to mission and to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- **Relationship-Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Steward of the brand and understands their role in growing and protecting the reputation and results of the greater network.

If you are interested in applying for this position, please submit your cover letter and resume to tammymccallie@uwchatt.org by September 30, 2022.