



Job Posting Special Events Coordinator

Would you like to be part of a premier nonprofit in Snohomish County dedicated to ending domestic violence and intimate partner violence for individuals and families? Domestic Violence Services of Snohomish County (DVS) is dedicated to ending domestic abuse by providing diverse and equitable services for individuals impacted by Intimate Partner Violence (IPV), including their children, and by facilitating social change. Our vision is to create an environment, which is safe, responsive and supportive of individuals and/or families impacted by IPV. DVS is dedicated to fostering individual dignity, respect, hope and self-determination.

GENERAL SUMMARY

The Special Events Coordinator is responsible for implementing a variety of activities and events to fundraise for Domestic Violence Services of Snohomish County (DVS). The Special Events Coordinator is also responsible for managing a large team of volunteers that support the various activities.

ESSENTIAL DUTIES:

Special Events:

- Coordinate the agency's special events, including the annual Chocolate Lovers' Dinner/Auction, Hope Within Luncheon, Handbag Auction & Luncheon and other annual promotions.
- Participate in committee meetings as required/requested.
- Reconcile event billings and maintain detailed files for each event.
- Work with Development & Volunteer Manager on preparation of budget and timeline for each event.
- Organize logistics, i.e. sites, vendors, food, decorations, lighting/sound, speakers, etc. and negotiate with vendors.
- Recruit, secure, and coordinate attendees and table captains for events in partnership with the Development & Volunteer Manager.
- Respond to inquiries in a professional and timely manner.
- Develop print concepts, coordinate production and mailings in conjunction with graphic designer.
- Secure sponsorship and procure individual gifts and donations as needed.
- Maintain organized and detailed documents & records.
- Debrief and evaluate each event annually & make recommendations for improvements as needed.

Other Duties:

- Attend and participate in program, department and agency meetings and relevant trainings.
- Participate in general office maintenance and upkeep.
- Attend community outreach events, other nonprofit events, and networking events as needed.
- Perform additional duties as assigned.

Minimum Qualifications

- Minimum of 2 years of development and/or fund-raising experience.
- Minimum of 2 years of experience in organizational development, communications, marketing or related field.
- Previous auction experience preferred.
- College degree is preferred.
- Bi-lingual capability preferred.

Knowledge, Skills and Abilities

- Commitment to the agency's mission, vision and values.
- Ability to work a typical schedule in the office, Monday to Friday, 40 hours per week, but periodically work a varied schedule with some evening and weekends as required.
- Ability to make decisions and exercise sound judgement.
- Excellent networking skills and ability to present a professional appearance when representing the agency.
- Demonstrate skills in written and verbal communication.
- Experience in organization, prioritize and problem solving with ability to handle multiple priorities in a timely and efficient manner.
- Ability to maintain strict confidentiality of donor and agency information.
- Ability to work as a member of a team as well as independently.
- Computer skills: Microsoft Office, Word, Excel, Outlook, Publisher and Power Point, etc.
- Knowledge of internet, donor database such as Auction Maestro, and Network for Good, and the ability to learn new programs is preferred.
- Ability to provide culturally appropriate services to people from diverse backgrounds.
- Vehicle with current driver's license, registration and insurance required.
- No disqualifying criminal history or sex offender convictions (WSP WATCH & DOJ Sex Offender Registry)

Position Specifics

This is a full-time hourly position reporting to the Development and Volunteer Manager. The typical schedule is Monday through Friday. DVS provides a comprehensive salary and benefits package that includes health insurance, dental, long-term disability, and generous paid vacation and sick leave.

Salary

Salary Range: \$45,000 – 52,166 based on background and experience.



To Apply

To be considered for the position, candidates should submit a completed DVS Application Form, current resume and cover letter outlining the qualifications and salary expectations

By Mail

Domestic Violence Services of Snohomish County
P.O. Box 7
Everett, WA 98206

By Email

admoffice@dvs-snoco.org

DVS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, among other things, or status as a qualified individual with disability.