



THE COMMUNITY FOUNDATION

Event Administrator

Rochester Area Community Foundation is looking for a collaborative team member with a unique set of qualities: the unflagging commitment to detail required for seamless events and the vision required to make every event meaningful and effective. More than anyone else, this person understands the importance of events in attracting and motivating our partners — including philanthropists, professional advisors, and nonprofit leaders — who are essential to the Foundation’s mission of creating positive, enduring change in greater Rochester.

The Event Administrator will be an integral member of the Communications Department and will set the pace and standard for event excellence, from helping colleagues across the organization define event goals to developing signage that makes guests feel welcome. This person will be committed to making sure new events impress and that annual events feel anything but routine.

The right person for this position is energized by exploring new venues; building strong relationships with venue managers, caterers, and event guests; brainstorming themes with colleagues and volunteers; organizing “work parties” to build centerpieces that express event themes; and finding new ways to leverage technology to streamline event-related processes.

Finally, the best candidate will be deeply invested in the potential for philanthropy to strengthen our region. He or she will contribute to a resilient and positive workplace culture by embodying the six personality traits in our brand platform: trustworthy, collaborative, knowledgeable, responsive, inclusive, and committed.

Responsibilities

Event Planning (30%):

- Plan events ranging from private lunch for 10 to our Annual Lunch that draws 600(+), in collaboration with the Foundation colleague or team requesting the event. (For instance, our Annual Lunch is the responsibility of the vice president of Communications, and you will work closely with her entire team to make the event a success.)
- Scout new locations for events and expand network of vendors. Create and maintain a database of event locations, prices, seating capacity, and contacts.
- Create and update a master calendar of all events and work with colleagues to set deadlines for theme creation, vendor contracts, mailings, e-blasts, and other logistics.
- Promote events in conjunction with Communications team members.

Event Execution (60%):

- Track and document reservations for paid and free events and train colleagues to take reservations, when needed.
- Liaise with outside vendors. Contract with caterers, bartenders, and valets and oversee the logistics of table set-up, decorations, food and beverage requests, liquor licenses, and A/V needs.
- Run pre-event planning meetings with event owners to finalize details and nuances of guests’ “user experience.”

- Work with Philanthropic Engagement colleagues to ensure there is a strong return on investment for donor cultivation and stewardship.
- Print nametags on Avery templates and recruit colleagues for help inserting them in name badge holders.
- Provide on-site support for events and recruit volunteers and colleagues to help with setup and cleanup if extra hands needed.
- Create signs, tent cards, etc. for events, as needed.
- Ensure that donor information is tracked and documented properly so appropriate follow-up can be done.

Clerical/Office Duties (10%):

- Work a regular shift filling in at the reception desk and other times as requested.
- Fold and mail event-related acknowledgment letters (for event donations and sponsors).
- Maintain and update a database of other organizations' events sponsored by the Community Foundation. Delegate tasks to colleagues based on those sponsorships.
- Any other jobs as assigned.

Qualifications

Candidates must have a successful track record of at least three years of planning and executing events of varying sizes. A bachelor's degree is preferred in a relevant major such as hospitality, business administration, nonprofit management, communications, marketing, or liberal arts. We will consider candidates with associates' degrees and considerable experience in event planning. Proficiency in Microsoft Word, Excel, PowerPoint, and email software are a must. Fundraising experience and basic skills in design software (Adobe Creative Suite) and website editing — or a sincere interest in learning these skills — are a plus.

Compensation

Salary plus standard, competitive benefits, including professional development opportunities.

In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position.

Rochester Area Community Foundation is an Equal Opportunity Employer.

To Apply: By **May 20, 2019**, email a cover letter and resume to RACF-EventAdministrator@racf.org with Event Administrator Opening in the subject line or mail to Rochester Area Community Foundation, Attn: Human Resources, 500 East Avenue, Rochester, NY 14607

NO PHONE CALLS, PLEASE.