



## ORANGE COUNTY UNITED WAY

### JOB DESCRIPTION

<b>Job Title: Events Specialist</b>	<b>Reporting To: Director of Special Events</b>
<b>Department: Development</b>	<b>Position: Full Time/Non-Exempt</b>

#### **PURPOSE OF POSITION:**

The Events Specialist is a full-time administrative/events professional who provides coordination, planning and fundraising event support for the Orange County United Way's four signature events including the Scorecard event, Rally for Change event, Women's Philanthropy Fund Breakfast and a Gala. Candidate should have event, donor database and donor acknowledgement experience; a high attention to detail, and a passion for meeting donor expectations. This role also plays a key role in supporting the Women United, Leaders United and Men of the Breakfast Affinity Groups.

#### **KEY DUTIES AND RESPONSIBILITIES:**

- Support the Director of Special Events and team on a daily basis to ensure deadlines are met
- Assist with the planning and execution of all event logistics, including but not limited to: event planning, budgets, communications, production, site visits, venue and vendor management, staffing, production, analysis and reporting, and flawless execution day of event
- Create and manage accurate records of event sponsorship, participation and attendance
- Assist volunteer event committees to ensure they have the tools necessary to serve as ambassadors for the organization
- Provide committee meeting administrative and logistics support (meetings set-up, collection of RSVP's, meeting minutes, etc.)
- Update appropriate committee rosters and department calendars
- Implement process improvements in order to streamline administrative and event operations
- Frequent processing of sponsorship gift payments, pledges, completing invoices, database entry and coordination with the Finance department
- Perform CRM data entry into Andar system, data clean-up and maintenance of database systems, as needed
- Compose and/or type donor/sponsor correspondence on an ongoing basis including drafting and processing sponsorship thank you letters, etc.
- Participate in early morning and/or evening meetings and events, as required
- Contribute innovative ideas and solutions for all events
- Perform other duties and projects as assigned

#### **JOB REQUIREMENTS/TECHNICAL KNOWLEDGE:**

- Three years of experience in a non-profit, events, and/or other relevant work experience
- Experience in the management of event logistics and administrative support is preferred
- Background working directly with donors and volunteer leaders
- Preferred software knowledge, Microsoft Suite and CRM database
- Bachelor's degree preferred
- Reliable transportation and a clean driving record are required as the employee will need to travel throughout Orange County to support events as needed
- Proficient computer skills with emphasis on Microsoft Office 365 (Outlook, PowerPoint, Excel, Word)
- Advanced Excel experience is preferred as well as CRM knowledge
- Experience in a business office and knowledge of business procedures and practices



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#### **CORE COMPETENCIES:**

All employees, in performing their respective tasks and duties, are to perform quality work within deadlines, with or without direct supervision; interact professionally with other employees, customers, and suppliers; work effectively as a team contributor on all assignments; and work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

**Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

**Interpersonal Skills** - Maintains confidentiality; listens to others without interrupting; remains neutral and unbiased; remains open to others' ideas and tries new things.

**Oral Communication** - Speaks clearly; listens and obtains clarification; responds well to questions; participates in meetings.

**Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

**Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.

**Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration, regardless of status or position; accepts responsibility for own actions; follows through on commitments.

#### **COMPENSATION**

Commensurate with experience, education, and market \$26 – \$36 per hour. Competitive benefits.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to be able to remain in a stationary position 75% of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, records, and office machinery. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine and computer printer. Occasionally ascends/descends stairs, and constantly positions self to maintain computers in the office, including under the desks. The person in this position frequently communicates with coworkers and customers who have inquiries about our business operations and the community we service; therefore, the person must be able to exchange accurate information. The employee must occasionally lift and/or move up to 25 pounds.



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**Send Cover Letter and Resumes To:**

[recruiting@unitedwayoc.org](mailto:recruiting@unitedwayoc.org)

Orange County United Way  
18012 Mitchell South, Irvine, CA 92614

[www.unitedwayoc.org](http://www.unitedwayoc.org)