



# TLC Learning Center

611 Korte Parkway • Longmont CO 80501 • 303-776-7417 • [www.LearningWithTLC.org](http://www.LearningWithTLC.org)

## EVENTS COORDINATOR, Contract Position

### Responsibilities:

- Plan events, coordinate Event Committee and volunteers, establish fiscal and in-kind sponsors, execute event programs, and close out two major events:
  - The Kentucky Derby (First Sat. in May)
  - The Christmas Tree Festival (first weekend in December)

### Duties:

#### *General:*

- Coordinates two major fundraising events annually: Kentucky Derby Party and Christmas Tree Festival.
- Develops detailed timeline with clear task list for events; monitors progress and provides leadership in executing tasks and managing event details. Follows-up with each task and designated executor to insure tasks are completed in a timely manner.

#### *Volunteer Coordination:*

- Recruits for and manages volunteer Event Committee. Builds positive relationships with volunteers and provides strong delegation, leadership, and support to planning committee.
- Leads the Event Committee in monthly meetings.
- Executes a “thank you” party/celebration after each event to honor the Event Committee members.
- Serves as the primary contact for event volunteers, including the Event Committee, and TLC staff who assist with the events, as well as vendors and sponsors for the events.
- Creates detailed job list for events and coordinates volunteer and staff sign-ups for each job; insures volunteer/staff person is present to fulfill job obligations.

#### *Execution & Marketing:*

- Develops supporting materials and/or assists Development Manager with sponsor packets, donor solicitation letters, donation forms, thank you letters, press releases, advertisements, web/email announcements, save the date postcards, invitations, bid sheets, etc.
- Generates and manages prospect lists for sponsorship, guests/participants, and in-kind auction donations using a Google spreadsheet shared with the Executive Director, Board of Directors, and Development Manager. Insures spreadsheet is complete and up-to-date for easy reference.
- Uses Google spreadsheet and Auction Systems to coordinate, implement, and track solicitation/invitation efforts; actively solicits sponsorship and in-kind/auction donations.
- Works with Development Manager and Executive Director to build and sustain meaningful relationships with diverse businesses and communities.

- Coordinates/manages event logistics – venue/route, entertainment, food/beverage, registration, participant support, clear signage for event guests, etc.
- Works with Development Manager to market events through print and on-line media, advertisements, community calendars, website, emails, newsletter, and other venues; maintains media contact lists.
- Coordinates event day activities and event staff/volunteers.
- Insures all sponsors are recognized at the event through table signage and other means.

*Logistics:*

- Ensures all necessary event follow-up is implemented, including data entry of event information, acknowledgements are completed and sent, evaluation completed, materials stored for next year, etc. Works with Development Manager to insure acknowledgment letters for taxes are sent.
- Utilizes Google shared documents, Bloomerang data management system, and Auction System event Software, and other technological resources to support planning and coordination of events and other fundraising activities.
- Provides back-up and support to other Development and Administrative staff.
- Completes all necessary record keeping, including monthly reports and timelines.
- Participate in staff meetings as needed.
- Supports an organizational environment based in respect; practices ethical communication, and adheres to the organization's non-negotiables.
- Other duties as assigned by Development Manager or Executive Director.

*Availability:*

- While this is a part-time position, Event Coordinator must be readily available during the lead up to each event (approx. October/November for the Tree Festival, approx. March/April for the Derby). During "off" months the Coordinator will be in the preliminary planning stages, communicating with Volunteers, soliciting sponsors and remaining engaged with the business community, and communicating needs with staff and the board.

**Requirements:**

- B.A. degree or equivalent experience.
- Minimum 3 years' experience in successful event planning; experience with both traditional galas and other events.
- Exceptional organizational skills; able to manage and prioritize competing tasks and consistently meet deadlines.
- Excellent communication skills (written and verbal).
- Ability to manage/pay meticulous attention to details while also maintaining focus on overall vision and goals.
- Demonstrated ability to coordinate groups of volunteers and work effectively with committees.
- Advanced knowledge of Microsoft Word, Excel and Outlook. Experience with Publisher, PowerPoint, Constant Contact, Facebook and Twitter desired.
- Must be self-motivated, outgoing, and energetic, with positive attitude and ability to work independently.
- Ability to manage crisis/critical situations in calm and effective manner.
- Knowledge of the Boulder County and Longmont communities preferred.
- Available to work evenings and weekends as needed. Both major events are held on weekends.

**Compensation:** Commensurate with experience; contract will be negotiated with Executive Director

**To Apply:** Submit the following to [meldred@learningwithtlc.org](mailto:meldred@learningwithtlc.org):

- Résumé.
- Cover letter addressing professional qualifications/experience and specific interest in working with TLC Learning Center.