

Arts and Education Council Special Events Coordinator

POSITION DESCRIPTION:

The Arts and Education Council seeks a dynamic, outgoing person to serve as Special Events Coordinator. This position reports directly to the Vice President of Development and assists in planning and executing A&E's special event needs for donors, prospects, board of directors and affinity groups.

In the past two years, A&E has launched two successful and active affinity groups: Young Friends of the Arts and the Muse Society women's leadership giving for the arts. Each of which has bi-monthly to monthly activities as well as signature annual events that this position will help successfully execute and lay the ground work for Development Officers to translate to real financial success to support A&E's mission.

Most notably, A&E hosts its own signature event – the St. Louis Arts Awards – which is now in its 28th year and sold out last year. This position will be integral to ensuring that event's continued financial and attendance success.

PRIMARY RESPONSIBILITIES:

- Maintain primary responsibility for the successful planning, implementation and execution of all donor, prospect and affinity group events; most notably, the annual St. Louis Arts Awards held each January.
- Work with Young Friends Board and Muse Society Committee to research, propose and plan various engagement activities and events for Young Friends and Muse Society affinity groups
- Work with Vice President of Development and President to determine event budgets - including forecasting revenue and expenses
- Assist Workplace Giving Campaign Manager with the execution of campaign events and activities
- Assist A&E's Office Manager and Executive Assistant in the planning and execution of board of directors' events and meetings
- Draft invitation criteria and oversee invitation list generation by Development Administration team
- Work closely with Marketing Team to ensure the timely creation, printing and mailing of event invitations
- Collect and coordinate event RSVPs
- Serve as primary point of contact for constituent questions and needs related to events
- Manage event logistics including, but not limited to: catering, parking, security, menu selection, décor, entertainment, etcetera
- Work with Marketing with regard to photography, promotion and social media exposure for events.
- Track event budgets in real time and report on-going progress to Vice President and/or President on a regular basis or upon request.
- Ensure event donation, ticket and event module data entry is timely and accurate
- Ensure acknowledgment, tribute and ticket correspondence is mailed in a timely manner relative to the receipt of the gift or ticket commitment.
- Retain copies of donor correspondence and/or commitment forms in keeping with organization's record-keeping policies and procedures.
- Other duties as assigned.

QUALIFICATIONS

- Outcome driven, highly organized with strong project management ability
- Remains composed under stress, handle responses to criticism tactfully and deliver on organizational commitments
- Able to work successfully in a diverse, fast-paced team environment
- Demonstrated ability in handling multiple priorities, project management and meeting deadlines; strong planning and organizational skills
- Proven relationship building, persuasion and influence skills

- Strong customer service orientation, with extensive experience in effectively addressing and resolving issues with constituents
- Ability to proactively monitor and adjust activities to respond to changing circumstances and priorities to meet goals, proactively address issues as they arise and mitigate risks associated to events
- Excellent written and verbal communication, presentation, and interpersonal skills
- Broad knowledge of the overall structure, programs, and services of the Arts and Education Council including policies and procedures including donor privacy expectations

TRAVEL AND TIME:

- Full time position
- A&E regular office hours are 8:30 a.m. – 5:00 p.m. Monday-Friday
- Occasional early morning or evening work
- Occasional weekend work
- Ability to drive and maintain a valid driver's license; Must have access to car or be able to transport materials to and from meetings and special events/programs

PHYSICAL DEMANDS:

- Ability to make frequent telephone calls and routine in-person visits to donors and prospects
- Ability to utilize computer keyboard (typing) and sit for extended periods of the work day
- Must be able to lift and carry a minimum of 20 pounds when transporting supplies and assisting constituents; hands-on participation with event set-up is required
- May be required to perform tasks at varying heights (i.e., step ladders, stools, stairs, etc.)
- Ability to standing for long periods of time; 25% or more of the workday may be spent standing on feet
- Ability to reach, stoop, grasp, grab, etcetera

SALARY AND BENEFITS:

- Salary will be commensurate with experience
- A&E provides extensive benefits over and above a competitive salary, including: health and dental insurance, 403(b) investment with company match after one year of employment; paid vacation and sick leave; group life insurance; short and long-term disability insurance

TO APPLY:

Please submit your resume, three (3) references and support materials that clearly demonstrate your event management successes to:

Kate Francis, Vice President of Development
 Arts and Education Council of Greater St. Louis
 Centene Center for the Arts
 3547 Olive Street
 St. Louis, MO 63103

Or via email: Kate-F@KeepArtHappening.org

No phone calls, please.

The position will remain open until filled.