



## JOB DESCRIPTION

JOB TITLE: SPECIAL EVENTS COORDINATOR (FULL-TIME – 40 hours/week)  
DEPARTMENT: DEVELOPMENT  
ACCOUNTABILITY: DIRECTOR OF DEVELOPMENT AND MARKETING  
FUNCTION: PERFORMS SPECIAL EVENT & ADMINISTRATIVE SUPPORT

**Cover letter and resumes along with completed PSPCA job application should be emailed to [administration@placerspca.org](mailto:administration@placerspca.org)**

### DUTIES AND RESPONSIBILITIES:

1. Under the general supervision of the Development Director, the Special Events Coordinator will oversee the coordination of the Placer SPCA's major fundraising events, as well as various organizational and donor events throughout the year. Working with the Development Director, this position will be responsible for organizing, preparing and coordinating special event fundraisers, including determining themes and activities, planning, budgeting, agenda development, sponsor, ticket and auction solicitation, securing in-kind support, implementation and event follow up. The Special Events Coordinator will also prepare and update event tracking reports and timelines. Additional duties as it relates to special events include managing event volunteers, attending planning meetings, contacting vendors for logistical support and needs, working with the Volunteer Program Manager to determine adequate volunteer support for the events, etc. The Special Events Coordinator is also expected to work events as assigned, which may include weekends and evenings.\*
2. Manages outside requests for community center usage and logistics.\*
3. Receives third party special event requests and directs to appropriate department for follow up. Acts as a liaison for these requests.\*
4. Assists the Development Director with reviewing and managing third party fundraising requests.
5. Adheres to development and organizational policies and procedures.\*
6. Maintains customer/donor confidence and protects operations by keeping information confidential.\*
7. Reports to work regularly and on time.\*
8. Performs other duties as assigned.\*

QUALIFICATIONS:

1. Bachelor's Degree or equivalent experience in business, non-profit management, or related field such as communications, public relations or marketing.
2. Minimum of one year event planning/coordinating or related experience.
3. Minimum of one year of non-profit development or related experience.
4. Proficiency in Microsoft Word, Excel, PowerPoint, Publisher, Access, etc.
5. Proficiency with donor software program/management (Raiser's Edge preferred).
6. Ability to multi-task and posses strong organizational skills.
7. Exhibits strong attention to detail, ability to analyze information and is results driven.
8. Reports to work regularly and on time.
9. Excellent organizational skills and able to handle multiple tasks.
10. Inspired by the mission of Placer SPCA.
11. Works well in a team environment.
12. Anticipates opportunities and provides solutions beforehand.
13. Ability to meet deadlines.
14. A basic working knowledge of common office equipment.
15. Must be able to work independently and be self-motivated.
16. Ability to work well with the public, fellow employees, volunteers and Board of Directors.
17. Must be in good physical and mental health.
18. Must be able to lift 50 lbs.
19. Allergic condition which would be aggravated through exposure or contact with animals is a disqualification.
20. Valid California drivers license with a good driving history.

WORKING CONDITIONS:

1. 40-hour work week, including weekends and evenings as scheduled, with intermittent overtime and/or evening work at sites away from the Center.
2. Compliance with the current PSPCA Employee Policy Manual.
3. Be able to deal with an often times emotion-charged public and carry a fast paced and changing work load which at times can be stressful.
4. Occasional exposure with dead, sick, injured, unruly, vicious and/or dangerous animals...in addition to exposure to parasites and infectious diseases.
5. Willingness to attend training programs to upgrade skill levels.
6. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, stoop, kneel, crouch and sit.

The Placer SPCA is an equal opportunity employer.

**THE PSPCA RESERVES THE RIGHT TO REVISE OR CHANGE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES AND AS BUSINESS REQUIRES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.**

I understand the qualifications as described above for the Special Events Coordinator position and by signing below acknowledge that I am able to perform the job duties listed above and willing to accept the working conditions herein.

DATE: \_\_\_\_\_

\_\_\_\_\_

## EMPLOYEE ACKNOWLEDGEMENT

This job description is not intended to be all-inclusive and employees will also perform other reasonably related business duties that may be requested by the Chief Executive Officer or other management staff as required which will ensure a positive image and/or will improve the services of the Placer SPCA.

**\*=Essential Functions of the Job**