



Job Title: Special Events Coordinator

DESCRIPTION

Rancho Cielo empowers youth through education, mentorship, and community engagement. We believe in fostering a supportive environment where young people can develop their skills, confidence, and leadership abilities.

The Special Events Coordinator is responsible for planning and executing events that support Rancho Cielo's mission and fundraising goals. This role plays a key part in ensuring that events effectively engage the community, generate financial support, and align with the organization's vision. Working closely with internal teams, donors, sponsors, and community partners, the Special Events Coordinator will oversee all aspects of event planning and execution to create impactful experiences that further Rancho Cielo's objectives.

EMPLOYMENT CLASSIFICATION: Full-time (32 hours per week), Non-Exempt (some evenings and weekend shifts required).

SUPERVISION RECEIVED AND EXERCISED

Supervised by the Director of Development

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Event Planning and Execution

- Plan and execute Rancho Cielo's fundraising, community engagement, and donor stewardship events.
- Develop event strategies that align with fundraising goals and organizational objectives.
- Coordinate logistics, including venue selection, catering, audiovisual needs, and vendor management.
- Ensure event-related compliance, including permits, insurance, and safety protocols.
- Create event timelines, budgets, and post-event evaluations to assess impact and areas for improvement.
- Work with the Marketing Team to promote events through various channels.
- Collaborate with the Major Gifts Officer and Fundraising & Development Coordinator to ensure sponsor recognition, stewardship, and fulfillment of sponsorship benefits.
- Recruit event committee members, serve as the liaison and primary point of contact throughout the event planning process, and co-lead committee meetings in collaboration with the Director of Development.
- Ensure that volunteers are secured according to event needs and coordinate with appropriate staff for volunteer placement and support.
- Organize corporate social responsibility volunteer days in partnership with businesses.

- Oversee event registration, guest experience, and day-of execution.
- Manage event-related correspondence, such as invitations, confirmations, and follow-ups.
- Track event metrics and provide post-event reports.

QUALIFICATIONS AND REQUIREMENTS:

- Strong organizational and planning skills.
- Passion for Rancho Cielo's mission.
- Excellent interpersonal and communication skills.
- Experience in donor, volunteer, and community engagement.
- Proficiency in Microsoft Office and CRM systems.
- Ability to work collaboratively as part of a team.
- Flexible and able to adapt to changing priorities.
- Self-motivated with strong problem-solving abilities.
- Strategic thinking skills with attention to detail.

EDUCATION AND EXPERIENCE:

A combination of education, training, and experience that provides the required knowledge and abilities. A typical way to obtain these qualifications would be:

- **Bachelor's Degree** and **2 years** of relevant experience.
- **Associate degree** and **4 years** of relevant experience.
- **High School Diploma** and **8 years** of relevant experience.

ADDITIONAL REQUIREMENTS:

- Availability for occasional evening and weekend events.
- Ability to lift and transport event materials as needed.
- Reliable transportation for offsite meetings and events.

Physical Demands: The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these functions.

- While performing the duties of this job, the employee is regularly required to attend on-site and off-site locations for events and volunteer activities. Must be able to lift and carry items weighing up to 25 pounds for event setup and breakdown. Ability to stand, walk, and be active for extended periods during events.

Work environment:

The position is based in an office environment with periodic travel to event sites within the community. It may involve working evenings and weekends to accommodate event schedules. A supportive and collaborative team atmosphere focused on youth empowerment and community building.

Rancho Cielo is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To Apply: Interested applicants may apply via www.indeed.com, search for Rancho Cielo jobs and submit their resume.