

## JOB DESCRIPTION

Date: July 30, 2010

ywca Job Title: Events and Development Specialist Classification: IV  
Program/Department: Development and Communications Exempt:  Nonexempt:   
Immediate Supervisor's Job Title: Director of Development and Communications

---

### POSITION SUMMARY AND QUALIFICATIONS

**POSITION SUMMARY:** Explain the purpose for the position and summarize the responsibilities.

- Responsible for implementation of annual sponsorship plan and lead staff for fundraising events.
- Provides support to the Development & Communications team.

**REQUIRED QUALIFICATIONS:** Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.

- Bachelors Degree in communications, public relations, marketing, or journalism. Up to four years experience in related industry (event planning, catering and sales, or hospitality) may be substituted for degree.
- Computer skills, including Microsoft Office Suite.

**PREFERRED QUALIFICATIONS:** Specify preferred specialized education, field and/or certifications.

- Valid Driver's License and Proof of Insurance.
- Access to an automobile is required to pick up materials and for some local event responsibilities.

DIVERSITY: We celebrate and respect our differences and recognize the dignity of each individual.	CORE VALUE EXPECTATIONS
	<ul style="list-style-type: none"> <li>▪ Respects and celebrates differences in backgrounds, lifestyles, viewpoints, and needs, with regard to race, ethnicity, gender, sexual orientation, religion, physical ability, and other differences</li> <li>▪ Promotes cooperation and a welcoming environment for all</li> <li>▪ Pursues knowledge of diversity and inclusion</li> </ul>
	POSITION SPECIFIC RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>▪ Works respectfully with diverse individuals and groups.</li> <li>▪ Participates in diversity-related workshops and events at ywca clark county and in the community.</li> <li>▪ All ywca employees are required to have a minimum of 1% of their yearly hours worked toward social change efforts. Employees are responsible for tracking their social change activities.</li> </ul>

TEAMWORK: We cooperate to achieve our shared vision.	CORE VALUE EXPECTATIONS
	<ul style="list-style-type: none"> <li>▪ Modifies one's preferred way of doing things when a different approach is best for the team (without compromising one's own values or the organization's inclusion efforts); is adaptable and flexible</li> <li>▪ Asks questions and offers input for positive results</li> <li>▪ Adapts to changing priorities, situations, and demands</li> </ul>
	POSITION SPECIFIC RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>▪ Works closely with the Development staff, volunteers, and committees to help achieve event and departmental goals.</li> <li>▪ Assists with development and implementation of the annual Development and Communications work plan.</li> <li>▪ Willingly performs other duties as requested by DDC or team member.</li> <li>▪ Supports special projects and interdepartmental activities. Is reliable and able to meet deadlines.</li> <li>▪ Prioritizes projects that allow for maximum efficiency and accountability.</li> </ul>

COMMITMENT: We believe in and live our mission and we are authentic in our word and deed.	CORE VALUE EXPECTATIONS
	<ul style="list-style-type: none"> <li>▪ Demonstrates a commitment to the <b>ywca</b> mission</li> <li>▪ Demonstrates accountability in all work responsibilities</li> <li>▪ Strives to do one's best every day to achieve individual, department and agency goals</li> </ul>
	POSITION SPECIFIC RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>▪ Helps coordinate departmental activities that are in accordance with ywca clark county's core values.</li> <li>▪ Develops and researches events and development activities that are mission-driven, successful fundraisers.</li> <li>▪ Strives to meet the ywca clark county's mission and lives in accordance with our core values.</li> </ul>

SERVICE: We are leaders in providing quality and innovative service in a caring, compassionate, and safe environment.

CORE VALUE EXPECTATIONS

- Exercises sound and ethical judgment when acting on behalf of the agency
- Anticipates and adapts to technological advances as needed
- Demonstrates the knowledge and skills required to perform the job

POSITION SPECIFIC RESPONSIBILITIES

**Events Responsibilities**

Coordinate annual sponsorship plan for YWCA special events and activities:

- Develop/implement/maintain corporate/business sponsorship plan.
- Assist with coordinating YWCA event sponsorships
- Research/acquire data for business prospects.
- Assist in development and maintenance of donor relations.
- Coordinate proposals, tours, and meetings, with corporate/business prospects.
- Attend Chamber of Commerce and other relevant community meetings as directed.

Oversee YWCA participation in the Classic Wines Auction (CWA):

- Responsible for all data entry for CWA auction management
- Coordinate distribution of all CWA materials including sponsorship packets, save the date cards, invitations and winemaker dinner materials
- Assist with coordination of CWA promotion.
- Coordinate acknowledgement of CWA donations.
- Coordinate and recruit CWA volunteers.
- Coordinate CWA follow-up.
- Assume volunteer leadership role in event coordination as directed by CWA.
- Coordinate participation of YWCA Program Participant.
- Assist with procurement of auction items.
- Attend all CWA Meetings and volunteers projects.

Oversee (one) 1 YWCA annual fundraising event including:

- Implement timeline for the event.
- Coordinate/supervise event planning committee volunteers.
- Coordinate distribution of event materials
- With communications specialist, coordinate event publicity including press releases, newsletter article, advertisements, flyers, etc.
- Coordinate and supervise all event volunteers.
- Coordinate acknowledgement of all event donations and event volunteers.
- Coordinate event follow-up and activities.
- Assist with scheduling, coordinating, and supporting (e.g., taking minutes; disseminating information) for committee planning meetings.
- With Development Director, assist in developing sponsor prospects, including proposals and follow up

**Development Responsibilities**

- Provide support to Executive Director, Director of Development and Communications, and Development and Communications staff and as needed:
- Coordinate development department special events and assist with planning, preparation and wrap-up, including decorations, catering, volunteer coordination, set-up and takedown and other assistance as needed.
- Assist with coordination of the holiday giving program.
- Coordinate YWCA participation in agency speaking opportunities.
- Support Planned Giving efforts including attending meetings and taking minutes, as well as any development effort around Planned Giving specifically.
- Assist with development and implementation of the annual Development and Communications work plan.

or individual opinions.

CORE VALUE EXPECTATIONS

- Is diplomatic, courteous, and welcoming to all
- Demonstrates effective listening skills and sensitivity to the needs of others
- Exercises appropriate confidentiality in all aspects of work

POSITION SPECIFIC RESPONSIBILITIES

- Represents ywca clerk county in a professional and friendly manner to donors, sponsors, volunteers, coworkers

**EMPOWERMENT: We provide the tools and support that build self esteem and foster positive life choices.**

**CORE VALUE EXPECTATIONS**

- Shares knowledge and information
- Shows initiative by anticipating needs of others and taking action to assist them
- Demonstrate genuine appreciation for others' ideas, contributions, and success
- Seeks and acts upon performance feedback

**POSITION SPECIFIC RESPONSIBILITIES**

- Actively seeks tools and support to achieve personal and professional goals.
- Empowers volunteers to make sounds decisions where appropriate.
- Takes initiative and advocates for new methodologies where appropriate.

**For each factor below, check the phrase that best fits the characteristics of this position**

Please check the appropriate box.

**INTERACTION WITH ORGANIZATION:**

- Provide guidance/coordinate activities/contribute to work groups
- Coordinate major activities/sensitive situations
- High level interaction; highly sensitive and/or confidential

**INTERACTION WITH PROGRAM PARTICIPANTS**

- None to limited
- Occasional; provide information
- Frequent; provide advice on complex issues

**INTERACTION OUTSIDE ORGANIZATION:**

- Limited
- Straightforward; provide information
- Complex; provide/receive/analyze/develop guidance and advice

**DIRECTING OTHERS:**

- No supervisory responsibilities
- Supervises, assigns and reviews work of others
- Manages supervisors
- Broadly directs managers

**COMPLEXITY OF WORK / DECISION-MAKING:**

- Predominantly makes routine decisions within prescribed limits
- Occasionally adapts procedures and makes some decisions requiring consideration of criteria
- Frequently adapts procedures; often makes decisions requiring consideration of criteria; suggests policy changes
- Develops practice, assists/influences decisions, recommends policy changes and addresses emerging organizational change

**SCOPE OF DECISION-MAKING ACTIVITY:**

- Functional area within program/department
- Multiple functional areas within program/department
- Entire program/department
- Organization-wide

**WRITING SKILLS**

- Limited writing required
- Usually issues standard responses
- Frequently writes non-standard responses
- Frequently writes extensive, non-standard responses based on specialized knowledge, interpretation of data and/or research

**COMPUTER SKILLS**

- Limited use of computers
- Uses basic applications to perform responsibilities
- Uses a variety of basic and advanced applications to perform responsibilities

**WORKING CONDITIONS** \*Check applicable level after considering reasonable accommodations.

**ESSENTIAL PHYSICAL REQUIREMENTS\***

- Typically lifts less than 10 lbs
- Typically lifts 10 to 20 lbs
- Typically lifts 20 to 50 lbs
- Typically lifts more than 50 lbs

**VISUAL**

- Normal concentration
- Close concentration
- Close concentration/manual dexterity
- Acute concentration/eye-hand coordination

**HAZARDS**

- Limited exposure
- Chemicals/careful use
- Chemicals/safety precautions
- Highly toxic chemicals

**SIGNATURES**

\*\*\*This section to be completed upon hire date or revision of job description.\*\*\*

**STAFF MEMBER**

I have reviewed this position description with my supervisor. I understand that I am entitled to receive a copy of this form and attachments, bearing all required signatures.

Staff Member: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_