



**EVENTS COORDINATOR**  
**Job Description**  
**PART-TIME**

**CITY ACADEMY MISSION**

City Academy transforms children, families and our community through exceptional education and bold expectations that empower children to overcome barriers.

**SUMMARY OF POSITION**

The Events Coordinator organizes events for the Education and Business departments of City Academy, including events to cultivate, steward, and solicit current and prospective donors. Support includes, but is not limited to, the Annual Luncheon, donor Holiday Party, Graduation, Trivia Night, Buddy Morning, Grandparents Day and Leadership Dinner. This position oversees event operations, committee relations, solicitation support, sponsor fulfillment and in-kind donation solicitation. General development activities include volunteer and donation coordination as well as communication and marketing support. The Events Coordinator reports to the Director of Development and is a 12-month, part-time (20-25 hours per week) employee.

**ESSENTIAL JOB FUNCTIONS and ACCOUNTABILITIES**

- Manage cultivation and fundraising events including: dinner parties, receptions, etc.
- Organize large special events as needed (example: Carnival (every 5 years)).
- Coordinate Buddy Morning and oversee post-event stewardship.
- Annual events include: Graduation, Annual Luncheon, Donor Holiday Party, and Leadership Dinner, Muffins with Mom, Grandparents Day and Back to School.
- Support all Development Department special events with a focus on growing sponsorships and attendance.
- Provide pre and post event logistics.
- Support committees so financial and participant goals for events are met.
- Increase awareness and involvement in City Academy activities and initiatives.
- Facilitate selection of awards given throughout the year (alumni, donor, volunteer).
- Develop and work within a budget.
- Enthusiastically support the school, its mission, vision, leadership, and policies.
- Be flexible enough to handle multiple and varied workloads.
- Proactively handle any issues that arise and troubleshoot any emerging problems on day of event.
- Communicate and coordinate all event details to vendors and appropriate employees prior to the start of event.
- Must oversee and execute event set-up and tear down when needed, including moving tables, chairs, and décor items.

**APPLICATION INFORMATION**

**Qualifications**

- Ability to manage multiple projects independently, while meeting deadlines
- A demonstrated track record of success with small and large-scale events.

- Excellent management and coordination of special events of various sizes. Including, detail orientation, strong organizational skills, attention to proper planning, execution and follow-up.
- Experience with solicitation of in-kind and sponsorship gifts for events.
- Proficiency in Microsoft Office is essential and experience with Raiser's Edge or similar donor databases is preferred.
- Event and volunteer management experience in non-profit fundraising.
- Excellent verbal and written communication skills.
- Candidates must understand and appreciate the challenges of working in a small office and be able to work independently.
- Candidate must be able to plan, prioritize, shift priorities if necessary, and coordinate multiple projects to meet deadlines.
- Ideal candidate works well under pressure while maintaining composure and flexibility, has a positive attitude, strong organizational skills, is detail-oriented, demonstrates a high level of decisiveness, problem-solving abilities, and resourcefulness.

To apply:

Qualified candidates should submit cover letter and resume to:

Tamyka Perine  
Director of Development  
TPerine@CityAcademySchool.org

No phone calls please. We appreciate all interested applicants, but only those under consideration will be contacted.