



Job Description

Title: Event Planner	Reports to: Director of Donor Experience
Job Status: Part-Time; Hourly; Non-exempt; Benefitted	Supervises: No
Salary: \$27/hour	Effective Date: 15 February 2023

Position Summary: The *Event Planner* is responsible for organizing and executing events that celebrate, raise funds for, or leave a positive impact for the Women's Foundation for the State of Arizona (WFSA). This position focuses on the logistics of events involving coordinating all aspects of the event start to finish keeping in mind WFSA's mission. The *Event Planner* is the key team member for vendors, attendees and staff for all events requiring flexibility and adaptability. This role is a valuable member of the Development team and reports to the Director of Donor Experience.

While this position is currently remote, the final candidate's primary residence must be within the state of Arizona. This position is part-time with an estimated 20-25 hours per week with the possibility to be full-time. Some evenings and weekends may be necessary to oversee events. This position may require 20% travel throughout the state of Arizona.

Responsibilities & Essential Duties

We Research: Utilize the Data	
Track & measure the success of an event & make informed decisions about future events	Time: 20%:
<ol style="list-style-type: none"> 1. Provide post-event evaluation and analysis to identify areas for improvement for future events 2. Record information about attendees, such as the number of attendees, demographic information, registration data, and attendance patterns 3. Monitor and evaluate marketing and attendee engagement 4. Assess staff and attendee satisfaction and follow up feedback of each event 5. Note operational metrics such as vendor performance, equipment usage, and logistics to identify areas for improvement and optimize event operations 	

We Advocate: Make a Presence	
Create and execute successful events representing WFSA's strategic priorities and fundraising goals	Time: 30 %
<ol style="list-style-type: none"> 1. Coordinate logistics for events, including managing event schedules, coordinating with vendors, and overseeing event setup and breakdown 2. Provide on-site management and troubleshooting during events ensuring attendees have a positive experience 3. Assist with outreach to potential donors and sponsors for events 4. Leverage network and presence in community to utilize quality vendors and service providers prioritizing women and minority owned businesses as preferred vendors 	

We Innovate: Create Solutions	
Collaborate and innovate with all WFSA team to ensure events are forward thinking, original and meets objectives	Time: 25 %
<ol style="list-style-type: none"> 1. Combine efforts with WFSA's marketing and communications team to develop comprehensive marketing plan and promotional materials 2. Work closely with the WFSA's team to develop event concepts, themes, and messaging including creating a unique environment, or providing entertainment that matches the WFSA's culture, values and tone 3. Provide creative input to enhance the event and make it more engaging and memorable 4. Support Development team in cultivating donor relationships, identifying funding opportunities, and securing financial support 5. Understand WFSA's bold ambitions, strategic priorities and each department's milestones to reflect WFSA as a whole organization 	

We Invest: Account for our Funding	
Develop and manage event budgets, ensuring that expenses are in line with the WFSA's fundraising goals.	Time: 15 %
<ol style="list-style-type: none"> 1. Managing event budgets and financial records, including billing and payment processing 2. Track all expenses and ensure events are cost-effective and within budget 3. Measure revenue generated and work with Development coordinator to track per event 4. Complete required workflows for accounts payables, reimbursements, and/or financial back up documentation 5. Support supervisor and/or CFO on department budget creation, allocation and spending 	

We are WFSA: Be a WFSA team member	
Be an active, contributing WFSA team member	Time: 10%
<ol style="list-style-type: none"> 1. Champion a culture of racial equity, inclusion & collaboration while upholding the values of the organization 2. Participate in WFSA initiatives that support the overall mission and vision of the strategic priorities. 3. Participate in WFSA's culture of philanthropy prioritizing community centric fundraising with support from the Development Team 4. Attend in person monthly staff meetings, annual staff retreat, annual Board retreat, and other occasional in-person meetings as directed 5. Support creation and implementation of WFSA events, community events, and/or partner events as requested 6. Prepare and present department and/or WFSA updates to staff, community members, partners, donors, etc. as requested 7. Cultivate relationships across the community to provide new opportunities for WFSA by joining nonprofit or school boards, state commissions or committees, chambers of commerce, etc. 8. Attend and participate in required trainings as directed by WFSA leadership 9. Complete and participate in Growth & Opportunity Workbook process 10. Travel throughout the state when required 11. Comply and follow WFSA policies & procedures 12. Perform other duties as assigned by supervisor 	

Competencies
<ol style="list-style-type: none"> 1. Excellent organizational and project management skills 2. Must be able to identify and manage challenges that may arise during the event planning process and find effective solutions 3. Ability to lead and motivate a team of staff, volunteers, and vendors 4. Adept at working in a 'remote work' environment 5. Strong understanding of marketing and promotional strategies to effectively promote events, attract attendees and generate media attention 6. Must have a creative mindset to generate innovative ideas and solutions 7. Outstanding communication skills, both interpersonal and written 8. Strong attention to detail, time management skills, and conflict resolution skills 9. Ability to interact effectively and empathetically, and build rapport, with people from a wide variety of backgrounds 10. Sense of humor and collaborative spirit required

11. Commitment to and passion for women's issues
12. Strong desire to work in a non-profit setting and to have an impact on the lives of women and girls of all identities
13. A demonstrated commitment to diversity, equity, and inclusion; culturally competent with respect to issues such as racial, cultural, religious, sexual, and gender identity
14. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community

Qualifications & Skills

1. At least 2 years of experience directly related to event planning with a strong focus on fundraising events
2. Experience in customer service, financial management, and leading teams
3. Ability to collaborate with a diverse team of a high functioning multi-racial workforce
4. Proficient in standard office equipment such as computers and phones, as well as digital platforms including Zoom, Microsoft 365 and Microsoft Teams
5. Proficient in Microsoft Office specifically Excel, Word, Outlook, PowerPoint and any event planning software
6. Bachelor's degree or training in event planning, hospitality management, or related field preferred

Physical Requirements

1. Ability to travel between multiple locations for meetings or appointments
2. Ability to effectively communicate with others
3. Ability to work from a home office and work on a computer for long periods of time (up to 8 hours per day) while completing essential duties
4. Ability to respond quickly and effectively to directions and safety hazards

I have reviewed this job description and understand all the requirements, responsibilities, and essential duties of this position. I can perform the job as outlined.

Employee Name:	Supervisor Name:
Employee Signature:	Supervisor Signature:
Date:	Date: