



## EVENTS SPECIALIST (FULL OR PART-TIME)

We are posting various positions in the fields of marketing, development, and events and are open to developing and adapting these roles.

### SUMMARY:

**We are looking for someone who takes strong initiative, possesses a spirit of collaboration, is super positive and a natural creative to join our team as our Events Coordinator, to help execute strategies and events, and share our mission. Someone who can create beautiful, fun, and engaging spaces to connect with clients and stakeholders. Sound like you? Perfect. Keep reading....**

Atlanta Angels is an innovative nonprofit that seeks to change the way children, youth and families experience the foster care system. We believe that if we can get every child, youth, and family in the foster care system into our programs, we have a great chance of changing the world we live in.

Our fast-growing organization has a start-up mentality, but also a level of professionalism and drive that is not found in most nonprofits. There is a LOT of opportunity with our company and we are looking for a creative, innovative self-starter who exudes these five core competencies: Professionalism, Passion, Positivity, Initiative, Adaptability.

### HISTORY:

Atlanta Angels wraps community around children in the foster care system, as well as their caretakers, by offering consistent support through intentional giving, relationship-building, and mentorship. Our programs are created to help empower children and build sustainable foster homes. Our solution to the foster care crisis are the Love Box family support and Dare to Dream youth mentor programs. Our programs utilize a trauma-informed, wrap-around service model that strengthens relationships between foster families, youth in foster care, and bio families. In 2016, Austin launched its first chapter in Amarillo, Texas and has then grown to open 22 chapters across the Nation, including Atlanta Angels, which launched in 2020.

### GENERAL OVERVIEW:

The main role of an Events Coordinator is to oversee event planning and implementation and work alongside the Executive Director, Operations Manager, programs staff, and board of directors of Atlanta Angels for signature, special, and unique events throughout the year. These events support both programs (special events for family/youth) and fundraising (including gala, golf tournament, and other events). In addition to maintaining current events, this person will be responsible for developing and implementing new events.



## PRIMARY RESPONSIBILITIES:

- Responsible for overseeing the planning and execution of all events throughout the year (both fundraising and programs), including five signature events: annual Gala, Golf Tournament, Sunshine Festival, Back to School Bash, and Holiday event
- Coordinates and schedules the activities and tasks of event plans
- Helps to create and execute fundraising priorities
- Coordinates vendor research and bids in the development of event plan
- Assists in managing event budgets and tracking event-related expenses
- Ensures all supplies needed for successful implementation of event plans are in place
- Assists in reviewing, revising and designing policies and procedures, regarding event
- Coordinate fundraisers such as Giving Tuesday, give-back events, and other initiatives
- Support day-of execution of signature events to include design, layouts, auction presentations, speakers, run of show, donation format, technology needs, etc.
- Work with volunteer coordinator to ensure necessary number of volunteers are assigned for each event and event related tasks
- Manage and oversee event committees
- Support and communicate with event committees to ensure necessary sponsorships, table/ticket sales, and donations for events
- Bring fresh ideas, creativity, and POSITIVITY to our team!

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Experience in events planning and implementation.
- A leader with both creative and analytical capabilities
- Outstanding communication (written and verbal)
- Knowledge of Canva programs
- Experience working with Google Drive and Mailchimp
- Skilled in writing and editing content with an attention to detail
- Ability to work independently and efficiently to meet deadlines
- Strong prioritization, organization, and project management skills
- Computer proficiency to include CRM software for donor databases (such as Salesforce, NeonCRM, etc.)

## WORK CONTEXT:

Requires using discretion when presenting information to partners, engagement presentations, and discussions of interested parties to avoid disclosing confidential information about a case.

Requires a mixture of working indoors in a traditional office setting and traveling to agency locations, outreach events, etc.



Requires initiative, an eagerness to learn, and willingness to perform the many and various operational tasks required to keep Atlanta Angels running smoothly.

Requires being passionate about the mission and willingness to invest time and personal expertise to grow Atlanta Angels.

Requires part-time to full time investment, depending on additional tasks being added to workload.

### **REQUIRED:**

- Personal Telephone (and possibly conferencing capabilities)
- Personal Laptop / portable computer / tablet
- Personal car, valid driver license, insurance
- Ability to pass state and Federal background checks

### **PROGRAMS USED ON THE JOB:**

- Google Mail
- Mailchimp
- Basic Microsoft Office Applications (Word, Excel, PowerPoint)
- Google Drive
- Zoom
- Canva
- NeonCRM
- Slack

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree
- 2+ years of college + experience in related field
- Experience in non-profit work (useful, but not required)

To apply for this position, please send your cover letter and resume to Ashley at [hr@atlantaangels.org](mailto:hr@atlantaangels.org)

