



1805 Dalton Avenue
Cincinnati, OH 45214
Phone: (513) 621-2873
www.citygospelmission.org

POSITION: Event Planner

DEPARTMENT: Development

CLASSIFICATION: Full-time

REPORTS TO: VP Development

PURPOSE: Event Planner is responsible for the coordination and execution of City Gospel Mission fundraising events including: project management, fundraising goals, volunteer coordination, communications and post event follow up.

MINISTRY PURPOSE: Supports the team to ensure program participants are being transformed physically, socially, mentally, and spiritually as defined by the “ENDS” of City Gospel Mission.

RESPONSIBILITIES:

1. Maintain the ministry brand promise: Godly, Relational, Compassionate and Transformational.
2. Work with City Gospel Mission staff and volunteers to meet event target goals (usually fundraising).
3. Identify event concepts, objectives and goals, determine the resources and teams needed, and deliver exceptional experiences.
4. Negotiate contracts, evaluate venues, work with vendors, organize facilities and settings to provide the optimal environment for the event.
5. Establish and monitor budgets and make sure spending does not exceed budgetary allowances.
6. Coordinate all services for events such as contracts, speakers, timelines, accommodation and transportation for participants, catering, displays and centerpieces, audiovisual equipment, printing, security, and other details.
7. Organize and track the registration of participants, prepare programs and promotional material, and publicize events.
8. Plan content, solidify keynote speakers through selection and booking.
9. Ensure all material related to events is written, proofed, and printed.
10. Manage all elements the day of the event: before, during, and after.
11. Plan entertainment and social gatherings for participants.
12. Train, communicate expectations and supervise support staff, volunteers and vendors required for events.
13. Approve invoices, maintain financial records and prepare reports.
14. Work with marketing team to ensure the event to promote attendance and sponsorships.
15. Manage Event Calendar.

16. Track and evaluate outcomes, conduct follow up (surveys), share conclusions and recommendations for future events.
17. Pray regularly for the ministries.

PERSONAL QUALIFICATIONS

1. Have a personal experience of receiving, by faith, Jesus Christ as Savior and Lord.
2. Have a passion to see men, women, and children come to know Jesus Christ as their personal Savior and Lord.
3. Have a personal time with the Lord that includes daily prayer and Bible study.
4. Be actively involved with a local church
5. Coordinate and collaborate with other City Gospel Mission programs.
6. Agree with and sign the statement of faith and mission essentials of City Gospel Mission.

EDUCATION, EXPERIENCE AND SKILLS

1. Familiarity and proficiency with Microsoft 365 software (particularly Word and Excel)
2. Design software knowledge is a plus (especially Adobe Creative Suite)
3. Detail-oriented
4. Ability to work well independently
5. Ability to manage timelines, multi-task, organize, and shift quickly from one task to another
6. Comfortable working a flexible schedule, including evenings and weekends during peak event times
7. Excellent communication skills and interpersonal skills
8. Ability to work with various groups (employees and volunteers) and build teams
9. Ability to accurately record information
10. Possess project management skills
11. Ability to meet deadlines
12. Calm and personable under pressure, helpful, friendly and patient attitude
13. Ability to negotiation contracts
14. Knowledge of budget management

Date revised: 11/9/2018

“Breaking the cycle of poverty and despair . . . one life at a time.”