EVENT DIRECTOR

ADDI’S FAITH FOUNDATION

POSITION TITLE: Event Director
REPORTS TO: Executive Director
DATE OF LAST REVISION: January 2020

SUMMARY
This position is responsible for overseeing and organizing Addi’s Faith Foundation events ensuring deadlines and budgets are adhered to. This includes mobilizing and coordinating staff, volunteers, and participants for the successful execution of an event.

ESSENTIAL FUNCTIONS
• Participates in weekly staff meetings.
• Work closely with Executive and Associate Directors and receives direction from them as needs arise.
• Plans and coordinates AFF events from start to finish according to objectives. Such events include but are not limited to: Addishack Golf, Walk by Faith 5K, third party events, etc.
• Recruits, schedules, and trains volunteers as it pertains to each event.
• Sources and negotiates with vendors, venues and suppliers.
• Drives attendance and promotes events.
• Prepares budgets and ensures adherence.
• Coordinates all operations to ensure day of event goes smoothly. Proactively troubleshoots any emerging problems and solves issues efficiently and effectively.
• Analyzes the event’s success and prepares reports.
• Researches to identify additional event opportunities, understand the market and generate interest.

OTHER RESPONSIBILITIES
• Assists in the accomplishment of Addi’s Faith Foundation goals.
• Supports AFF Team.
• Performs other duties as may be assigned by Executive Director.
• Displays a positive image and represents Addi’s Faith Foundation in a favorable fashion.
• Protects confidential information such as donor information, family assistance financials, and all related private data.
EDUCATION / EXPERIENCE REQUIREMENTS

- High School Diploma or equivalent is required. An associate’s degree is preferred.
- Three to five years of experience in related field are required.

KNOWLEDGE / SKILLS

- High attention to detail and accuracy.
- Strong organizational, analytical, problem-solving and coordinating abilities.
- Customer service skill, including communicating tactfully and effectively, verbally and in writing.
- Outstanding communication and negotiation ability.
- Great interpersonal abilities with strong leadership qualities.
- Must be creative and able to prioritize tasks in the face of many challenges.
- Knowledge of marketing techniques for event management.
- Computer savvy; proficient in Microsoft Office products, including Word, Excel, PowerPoint, and Outlook.

PHYSICAL REQUIREMENTS

Performs light work: exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbent will follow any other instructions, and perform any other related duties, as may be required by the supervisor.

__________________________________________    ___________________
ACKNOWLEDGED: Employee       Date

__________________________________________
EMPLOYEE: Printed name