



JOB DESCRIPTION **Development and Events Coordinator**

REPORTS TO: Development Manager

STATUS: Full-time, non-exempt

HOURS: 40 hours per week

COMPENSATION: Hourly range \$14 - \$17 (DoE), plus commission

The Development and Events Coordinator is responsible for overseeing the events branch of the development department at the San Diego History Center (SDHC) in Balboa Park and Junipero Serra Museum in Presidio Park. As a part of this position, the Development and Events Coordinator will execute various development duties including but not limited to maintaining monetary and in-kind donor relations and securing sponsors. This position is expected to meet established goals, execute successful internal development events, support logistics for educational programming and oversee facility rentals.

ESSENTIAL DUTIES AND RESPONSIBILITIES (including but not limited to):

- Serves as the main point of contact for all internal, development events
- Maintains an effective rental program for internal events and facility rentals
- Works with various departments to implement a variety of internal events, exhibit openings, and development receptions, luncheons, and fundraising dinners or gala
- Arranges vendor contracts including but not limited to catering, audio-visual, security, cleaning, entertainment, etc. including alcohol permitting
- Oversees on-call events staff and produces schedules for their shifts
- Creates strategic marketing and advertising plan collaborating with marketing department when necessary for internal events and promoting facility offerings for external renters
- Maintains preferred vendor relationships and negotiates catering services agreements
- Works with marketing team to maintain up-to-date special events marketing materials; maintains up-to-date information on facility rental advertising accounts
- Secure in-kind donations and sponsorships for internal events
- Assigns and oversees volunteers as necessary
- Prepares event budgets, budgeting plans, and initiatives
- Upkeeps revenue reports, prepare invoices, process payments, etc.
- Ensures that all museum curatorial policies are adhered to by vendors, staff, and clients
- Keeps accurate data and reports regarding monetary and in-kind donations
- Implement donor cultivation and stewardship practices

- Write thank you and development letters as needed
- Prepares weekly development reports on internal event planning and facility rentals
- Identifies donor prospects
- Collaborates with various departments on specific projects
- Assists with other development projects as necessary
- Must be flexible with schedule. Work schedule will often include nights and weekends as determined by event calendar
- Supports and implements a culture of philanthropy

QUALIFICATIONS:

- Minimum of three years experience in event management, event coordination, and sales
- Must be able to speak confidently and calmly with clients and vendors while under pressure
- Familiarity with planning and executing large scale fundraising events or galas for over 500 guests
- Knowledge of and experience with local catering and rental companies, and other event related vendors in the region
- Maintains a pleasant and professional appearance at all times
- Excellent customer service and interpersonal skills
- Strong written and verbal communication skills and cordial phone manner
- Advanced PC skills – proficient using MS Windows, Word, Excel, Power Point, and mail merges; e-mail and web searches; Altru or Blackbaud experience preferred
- Must have experience with AV equipment
- Experience with licensing and insurance requirements for rentals a plus
- Physical requirements: walking, sitting, reaching outward, squatting, manual dexterity, balancing, standing, driving, climbing, reaching above shoulder, grasping, kneeling, pushing/pulling (15-60 lbs.), lifting (15-60 lbs.), carrying (10-60 lbs.)
- Valid CA Driver's License and reliable transportation with proof of liability insurance

Please send your cover letter and resume to pberlonghi@sandiegohistory.org with "Development and Events Coordinator" in the subject line. No phone calls please.