



Position Available: **Special Events Coordinator**
Department: **Policy-Advocacy, and Development Department**
Location: **Cleveland, Ohio**
Schedule: Full-time, 40 hours, non-exempt position
Travel: Travel required between Akron and Cleveland frequently, inner-state travel may be needed

SUMMARY

Asian Services In Action, Inc. (ASIA, Inc.) seeks a highly motivated and bright individual who possesses a diversified set of skills for the Special Events Coordinator position. The person will be responsible for the management, coordination, and execution of ASIA, Inc.'s fundraising and special events, including the annual fall gala and spring luncheon. Additionally, this position is responsible for the maintaining donor giving information; and donor stewardship activities, such as quarterly fundraising events and fundraising appeals. Candidate must be a strong multi-tasker, have outstanding communication, interpersonal, and research skills, be extremely organized, and a teamplayer. Prior experience in a nonprofit fundraising position is preferred, but not required. This position offers exceptional opportunity for growth for the right candidate interested in nonprofit fundraising and donor relations. This position will work in coordination on other projects as assigned by the Manager of the Policy-Advocacy, and Development Department.

DUTIES AND RESPONSIBILITIES

- Play an administrative role in assisting with the coordination and execution of ASIA, Inc.'s event logistics and donor relations;
- Lead in event logistics and planning, coordination of event committee, event registration, volunteer recruitment and supervision, and equipment maintenance;
 - Lead the day of event on-site production, set up, and clean up for events;
- Actively participate in coordination of program activities which may require evening and weekend work;
- Assist with correspondence, report preparation, updates in standard operating procedures, donor relations and communications;
- Maintain event database including contact information for event invitation, registration, and thank you process;
- Prepare activity reports, statistics reporting for the department, and prepare post-event and stewardship reports for event sponsors, all for distribution;
 - Calculate budgets and ensure they are adhered to;
- Ensure the organization and preparedness of inventory for all event, including auction solicitation, auction equipment, posterboards, and catering supplies;
- Identify needs for event volunteers and work directly with the Volunteer Coordinator to assist with the management of volunteer groups;
 - Work with the Volunteer Coordinator to train and manage volunteers for special events;
- Identify needs for marketing and communications and work directly with the Data and Communications Coordinator to assist with the management of social marketing;
 - Initiate, coordinate and/or participate in all efforts to publicize event include online and through outreach;
- Where needed, facilitate the fundraising committee comprised of staff and volunteers to plan and execute fundraising event(s), including the annual gala;
 - Prepare materials for various meetings/events and coordinates attendance/appearance of staff and volunteers at meetings;
- Provide administrative support to the Manager of Policy-Advocacy, and Development Department as needed;
- Regularly report on progress of assignments;
- Schedule speakers, vendors and participants;
- Coordinate and monitor event timeline and ensure deadlines are met;
- Coordinate event-related travel arrangements to include air, hotel, and ground transportation;

- Confirm accuracy of event set-up and breakdown, troubleshoot and find solutions as required;
- Propose new ideas to improve the event planning and implementation process;
- Other duties as assigned.

MAJOR PROJECTS *including, but not limited to*

- Annual Gala & Fundraiser
- Annual Spring Speakers Series
- Quarterly Donor Engagement Events
- Spring Campaign, Summer Campaign, Year-End Appeal Campaign
- Annual Donor Appreciation Event(s)

QUALIFICATIONS

Required

- Ability to lift 30 lbs or more;
- Requires some work on evenings and weekends;
- Highly organized and acute attention to detail, flexible, and self-motivated/self-starter;
- Must be adept in working with diverse staff who are multi-cultural and multi-lingual;
- Excellent computer skills, including proficiency with MS Office and OS applications;
- Excellent interpersonal skills both in-person and by phone, with high professionalism;
- Proven oral communications skills with ability to interact well with the public, board members, and staff;
- Proven written communications skills with emphasis on creating and writing technical briefs and collateral material;
- Ability to work under pressure and maintain quality of detailed work while meeting competing and inflexible deadlines;
- Must have a strong commitment to immigrant and refugee concerns and have great commitment to excellence in social services;
- Must pass criminal background check and have a valid Ohio State driver's license;
- Must be authorized to work in the U.S.

Preferred

- Bachelor's degree with a background in English, communications, or nonprofit management preferred;
- 1-2 years of meeting/special event planning is a plus;
- Prior experience in a non-profit setting is a plus;
- Knowledge of AAPI cultures, respect for all cultures, and ability to interact with diverse groups preferred;
- Has access to reliable transportation;

The position reports to the Manager of Policy-Advocacy, and Development Department. We are seeking a candidate who has strong technical and soft skills, high energy, maturity and potential for leadership.

BENEFITS

ASIA offers competitive benefits package that includes: personal, vacation and holiday paid time off; health insurance stipend; dental/vision coverage, life and long-term insurance; retirement contribution match; professional development opportunities; and other incentives. Part-time staff are eligible for pro-rated benefits package based on FTE.

CONTACT

Please send cover letter and resume to Mao Vue, Chief Operating Officer (mvue@asiaohio.org). Visit www.asiaohio.org. **No phone calls please.**

Asian Services In Action, Inc. promotes equal employment opportunities for all applicants and employees. ASIA will not discriminate against any applicant for employment on the basis of race, color, religion, sex, national origin, veteran status, age, sexual orientation, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women, minorities, and disabled are encouraged to apply.