



Marketing & Events Coordinator

Heroes for Children is seeking a Marketing & Events Coordinator to join our Richardson office. Responsibilities include oversight and execution of the organization's three annual signature events and various third-party events. This position requires a positive, proactive attitude with good knowledge of event planning experience, social media campaigns including some creative design and marketing.

MINIMUM QUALIFICATIONS

- Minimum undergraduate degree and/or 1-3 years events experience
- Business, Communications or Marketing Degree a plus. AFP certifications welcome
- 2-3 years of communications experience – non-profit, PR agency or corporate
- Social media strategies and knowledge of different platforms
- Working knowledge of Windows, Word, Excel, Publisher, Power Point, Wordpress, Internet and Email software (Constant Contact)
- Working knowledge of database software (Event and donor)
- Must be flexible to accommodate early morning, lunch, evening and weekend events & meetings

JOB DUTIES AND RESPONSIBILITIES

- Responsible for high-quality, fundraising events for the agency. This includes:
 - Secure venues for events
 - Recruit, work and build relationships with event committees & Chairs
 - Secure sponsorships and underwriters with the assistance of Executive and North Texas Area Director
 - Create event marketing, social media and public relations plans
 - Secure and manage vendors & donors (work with Executive Director and North Texas Area Director to determine donor capacity and interests)
 - Maintain event information in database

- Budget accountability
- Coordinate with all internal departments to insure success on all levels
- Research, secure and facilitate fundraising events hosted by third parties
- Represent agency at selected events
- Promote agency social media presence – graphics, posts, dialog, measurement
- Other duties as requested with coordination and planning by CEO and North Texas Area Director

KNOWLEDGE, SKILLS AND ABILITIES

- Self-motivated, dependable, reliable, discrete and efficient in an office environment
- Positive attitude with ability to collaborate with team members
- Ability to write creatively on social media outlets
- Ability to provide professional image to outside resources
- Ability to ensure completion of job assignments in a timely manner
- Professionalism in working with committees, volunteers and other key audiences
- Desire to meet and exceed fundraising goals
- Motivated by increasing awareness of Heroes for Children

OTHER

- This is a full-time salaried position with benefits after the initial 30-days.
- Reports to the North Texas Area Director
- Interfaces with our Southern Area Region and other staff

To apply for the position, please send your resume and cover letter with salary requirements to careers@heroesforchildren.org by April 31, 2017.