



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 and experience in event planning, and social media campaigns, including some creative design and marketing.

JOB DUTIES AND RESPONSIBILITIES

Responsible for high-quality, fundraising events for the agency. This includes:

- Securing and managing venues and vendors for all signature events
- Recruiting, working, communicating, and building relationships with all volunteer event committees and chairs
- Securing sponsorships and underwriters as needed under the direction of the Executive Director and North Texas Area Director
- Creating event marketing, social media and public relations plans
- Maintaining event information, sponsorships, registrations, and donations in database – attention to detail is a must
- Securing and facilitating fundraising events hosted by third parties
- Maintaining budget
- Coordinating with all internal staff to insure successful events
- Representing agency at selected events
- Promoting agency social media presence – graphics, posts, dialog, measurement
- Performing other duties as requested with coordination and planning by Executive Director and North Texas Area Director.

QUALIFICATIONS

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

KNOWLEDGE, SKILLS AND ABILITIES

- Positive attitude with ability to collaborate with team members
- Self-motivated, dependable, reliable, discrete and efficient in an office environment
- 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 North Texas Area Director
- Interfaces with South Texas Area Region and staff

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