



## Job Description

<b>Job title</b>	<i>Special Events Assistant</i>	<b>Position</b>	<i>Part-time</i>	<b>FLSA</b>	<i>hourly</i>
<b>Supervisor</b>	<i>Director of Events</i>	<b>Department Head</b>	<i>Director of Events</i>		

### Job Purpose

The Special Events Assistant (SEA) is responsible for assisting with all EIs for Autism special events to fulfill or exceed their fundraising goals. This position is also responsible for assisting with all other event related projects that attract funding for the Foundation such as Give Back Events, and more.

This position will report to the Director of Events on a regular basis and will have up to 20 office hours work per week. The SEA will also be responsible for adjusting their hours when needed to work weekend and evening events. In addition, the SEA will travel to some out of state golf events, schedule permitting.

### Special Events Assistant

#### Roles and Responsibilities

- Research community event calendars to ensure event location and date does not conflict with a competing event. Add EIs for Autism fundraising events to community event calendars (virtual and in-person).
- Assist events team in creating an overall theme, décor plan, and event flow for each event.
- Assist on the execution of all Giveback Event fundraisers.
- Secure in-kind donations for events involving a ticket donation or auction.
- Organize and create all materials for ticket drawing or auction using platforms such as GiveSmart and Canva.
- Solicit and secure in-kind donations for events involving a gift bag or attendee gift.
- Input and manage all in-kind donations in Donor Perfect database and ensure donors receive proper documentation post event (i.e., donation receipt).
- Coordinate volunteer responsibilities and assignments by event.
- Manage and maintain content on the E4AGolf.com website in collaboration with marketing team.
- Assist with Golf Challenge administration tasks: add sponsor foursomes to Raisin, coordinate the event pairings, add sponsor logos to event sites, input offline donation, etc.
- Create and manage shipping schedules for any offsite Golf Challenge events to ensure all items are shipped and received in a timely manner.
- Prepare outgoing shipments and receive incoming shipments.
- Input all donation checks and payments into Raisin or Donor Perfect for each fundraising event.



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- Ensure data integrity between donor management and crowd funding software applications.
- Complete a daily cleanup of Donor Perfect for events.
- Review and merge event donor profiles on Donor Perfect on a regular basis.

### Qualifications

#### *Education and Experience:*

- In pursuit of or have received a bachelor's degree required (preferred degree fields: Hospitality Management, Marketing, Communications, Public Relations or Nonprofit Management).
- Event Internship experience preferred.

#### *Job Knowledge and Skills:*

- Has a strong performance orientation and skillful strategic thinking. Establishes clear expectations and continuously measures performance.
- The ability to work through stringent deadlines with acute attention to detail is required. Maintains focus on priorities.
- Self-starter with the ability to manage time effectively.
- Demonstrates excellence in both oral and written communications. Knowledge of external communications and cultivation techniques are essential.
- A high degree of integrity in dealing with confidential donor, supported family and financial information.
- Ability to understand all aspects of an event or conference including - logistics, correspondence, financial reports, and printed materials.
- Ability to coordinate with and lead a team of volunteers.
- Commitment to the mission of serving individuals with autism spectrum disorder.
- Proficiency in Microsoft Office and Outlook.
- Ability to connect with others and forge strong relationships.
- Experience working in or with diverse communities.
- Knowledge of golf desirable.