



Special Events Coordinator

SUPERVISOR: Director of Development

POSITION: Full Time, Hourly non-exempt

DESCRIPTION

The primary focus of this position is to recruit and retain fundraising participants for select fundraising special events and other development initiatives. Additionally, the focus of the position may be to organize all or part of certain special events. This work is performed under the direct supervision of the Director of Development following established instructions and event specific procedures. This is a non-supervisory position, but may assist in assigning work to volunteers.

SONH CULTURE

Special Olympics New Hampshire is a fast-paced, non-profit organization providing services to people with intellectual disabilities. The organization has a small staff, a heavy workload and frequently works under deadline pressures. Employees must demonstrate personal discipline and self-motivation to meet SONH organizational and program goals. Each SONH staff member is expected to demonstrate good interpersonal skills, attention to detail and flexibility in assignments, tasks, schedules and roles in working cooperatively to meet our goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Special Events Coordinator assists in raising funds for the organization while staying consistent with the mission, goals and philosophy of the organization. The primary responsibility of this position is to carry out the assigned duties and responsibilities surrounding select special events from our Winter Water Sports series and/or Law Enforcement Torch Run events. These objectives must be met through building respectful relationships with our volunteers and staff members in a collaborative effort.

The Special Events Coordinator must demonstrate excellent organizational skills, strong attention to detail, communication skills and demonstrate creativity and flexibility in thinking. Written and oral presentation skills are required for many of the Special Event Coordinator's responsibilities.

Flexibility in work assignments and role is essential in all of our work. Staff will report directly to volunteers leading specific projects each year. Demonstrating support for our athletes, donors and volunteers is a requirement for all staff.

The Special Events Coordinator's responsibilities may include, but are not limited to:

- Assist in raising revenue surrounding fundraising special events annually (approximately \$1,100,000).
- Assist in planning, organizing and carrying out assigned tasks for select fundraising special events, (to include select events from our Winter Water Sports series and/or Law Enforcement Torch Run initiatives)

- Other special fundraising events and projects as determined by the Director of Development.
- Make public appearances, present talks and give media presentations as assigned.
- Maintain an efficient system of communication within the organization.

Staff is expected to maintain communications in a cooperative and professional manner with all levels of SONH. Including staff, volunteers and athletes by demonstrating:

- Open communications with respectful and constructive expression of differences;
- Treating all employees with dignity, respect and courtesy; and
- Making every effort to resolve conflict and communications issues.

KNOWLEDGE AND EXPERIENCE

- Event coordination and execution experience
- Comfortable working in a fast-paced environment and proven ability to multi-task
- Ability to work flexible hours that include evenings and weekends
- Proven success in maintaining volunteer relationships
- Excellent communication and interpersonal skills
- Proven ability to effectively work with diverse groups
- Proficient time management skills, attention to detail, organizational skills and proven verbal and written communication skills
- Associate's degree or commensurate experience
- Valid driver's license

Interested candidates should send cover letter with salary requirements and resume to:

Special Olympics New Hampshire
650 Elm Street
Manchester, NH 03101
Hiring@sonh.org
Fax: (603) 624-4911

No phone calls, please.