



# UTAH FOOD BANK

## JOB DESCRIPTION

**Position Title:** Events Specialist (Full Time)

**Supervised By:** Funds Director

**Responsibilities:** Planning and overseeing UFB special events; assisting and backing up CEO at events

### **Duties:**

1. Plan, coordinate and implement all activities and arrangements for Annual Gala, Thanksgiving Run, Golf Tournaments and other events on UFB calendar
2. Act as primary contact with event sponsors to ensure consistent communications for events
3. Work cooperatively with UFB departments regarding roles and support for all events
4. Work with management to ensure communications and expectations are appropriate for events and adequate time is allowed to meet requests for public relations materials
5. Develop and maintain relationships with specific industries (music, entertainment, food) for events
6. Ensure appropriate, timely recognition to event sponsors including public recognition on website
7. Schedule and work with vendors for events to ensure professionalism, timeliness and organization
8. Maintain a calendar of events to communicate with volunteers, staff, Board of Directors, Officers, vendors, and donors for appropriate planning and involvement with as much notice as possible
9. Proactively assist in recruiting sponsorships for events based on budget needs
10. Implement insurance and other applicable regulations and permits as needed for UFB events
11. Research and identify new event/promotion opportunities and present ideas to CDO
12. Act as UFB liaison for non-Food Bank managed events.
13. Determine appropriate responses to problems and emergencies for events
14. Provide project status updates to appropriate management
15. Work with Communications Manager to generate media coverage of UFB events and programs
16. Arrange for photographs/releases of events for use in publications and materials
17. Attend all special events
18. Maintain all event information in Raisers Edge with focus on appropriate gift acknowledgment, tax reporting, and correspondence related to the event.
19. Maintain special event archives
20. Speak to community groups/tours regarding Utah Food Bank
21. Assist as needed in building and maintaining effective relationships with donors and potential donors
22. Assist as needed in creation of internal and external promotion materials
23. Other duties as assigned

### **Qualifications:**

- Bachelors degree in related field with 3-5 years successful events coordination or related experience OR 7 or more years directly related development experience
- Experience with organizing/assisting with fund raising runs and gala events
- Excellent communication, organization and writing skills
- Ability to manage multiple projects simultaneously
- Comfort working with a variety of audiences
- Windows and MS Office experience
- Flexible, organized, friendly and professional with high ethical standards
- Some weekends and evenings will be required

### **Physical Requirements:**

About 85% of the time work is mostly sedentary and may be performed comfortably seated. There is some walking; standing; bending; carrying of items such as papers, books, small parts; driving an automobile, etc. About 15% of the time, the work is helping to set up event venues at the event location, which may require lifting up to 50 lbs., climbing ladders, bending, stooping and prolonged standing. During peak seasons, all UFB staff may be asked to assist with receiving donations, picking up donations or other customer service work outside the normal scope of duties.