Position Title: Special Events Coordinator  
Primary Location: 250 E. Market Street, York, PA  
Status: Part-time, Non-Exempt  
Supervisor: Vice President of Advancement

Summary:
The Special Events Coordinator is responsible for oversight and implementation of the York County History Center’s fundraising initiatives. Beyond coordinating event and program logistics, this position works in partnership with volunteer committees and is responsible for the management of solicitations, budget tracking and follow up activities. This position is responsible for event management for primary fundraising events, as well as assists with exhibit openings, cultivation programs, receptions, member parties, and similar functions as needed. This is a part-time position, with a flexible schedule limited to approximately 19 hours per week.

Responsibilities:
Event Management for primary fundraising events
- Work in collaboration with senior staff and board members to identify and recruit committee members
- In coordination with volunteer leadership, schedule meetings, prepare agendas and minutes
- Solicit donors, sponsors and vendors for cash gifts and in-kind services
- Utilizing staff and board members to identify potential donors
  - Assign and monitor solicitations to committee and board members
  - Craft sponsorship materials
- Coordinate all day-of event logistics including set up and tear down, maintaining contacts with vendors and deliveries
- Collaborate with PR & Marketing to advertise and promote events

Donor and Financial Record keeping:
- Ensure appropriate acknowledgement letters are correct according to IRS guidelines and sent in a timely fashion
- Build and maintain relationships with donors before and after events (moves management)
- Utilize Versai, Greater Giving, and YCHC’s donor database to track proposals, enter gift information and write prospect notes
- Establish budgets for events in coordination with VP of Advancement & Director of Finance
  - Manage all event revenue and expenses
  - Effectively communicate financial goals to committees
- Manage all volunteer activity and in-kind services received

Communication
- Work with PR & Marketing to develop and write articles for CenterPiece, e-blast, event brochures and solicitation packages
- Provide reports to VP of Advancement for the Board of Directors meetings and monthly tracking of progress

Other: Performing other duties as required

Qualifications: A bachelor's degree or a combination of career experience including two to three years of experience in event coordination & management, fundraising, development, or fields that require a high degree of professionalism, attention to detail, and excellent writing, verbal, and interpersonal skills are required. The following experience and traits are considered a plus:
- Developing event budgets and marketing materials,
- A successful track record in non-profit event and volunteer management,
- Energetic motivator with the ability to work efficiently under changing environments.
- Must be skilled in the use of Microsoft Office. Knowledge of fundraising software, database knowledge, and web development is a plus.
- Driver's license required.
- Flexible work schedule including some evenings and weekends are required, as well as the ability to lift or move materials up to 25lbs.
Please send cover letter and resume to: Jane Bachman, Vice President of Advancement, York County History Center, 250 East Market Street, York, PA 17403 or email jbachman@yorkhistorycenter.org

Date posted: 06/27/2022
Closing date: until filled