POSITION DESCRIPTION

Title: Special Events Associate

Work Schedule: Part-Time 20 hours, non-exempt; generally to be scheduled between 8 am – 6 pm, Monday – Friday with occasional later evening and weekend responsibilities. Flexible scheduling to support the Federal Work-Study student.

Department: Advancement

MISSION: “Our Mission is to inspire and empower the youth of Monterey County to realize their full potential to become responsible, healthy, productive and successful citizens.”

PRIMARY FUNCTION: The Special Events Associate is responsible for providing high-level development and administrative support. The ideal candidate will be experienced in handling a wide range of development and executive administration support related tasks with an emphasis on event management. Candidate will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting a multi-task approach to fund development and event management.

This candidate must possess the ability to interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills, strong decision making ability and attention to detail are equally important.

KEY ROLES/RESPONSIBILITIES:
- Review and summarize miscellaneous reports and documents; prepare supporting documents and outgoing mail as necessary.
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner.
- Work closely with the executive staff to assist in the stewardship of partner relationships.
- Prepare reports, memos, letters, budgets and other documents, using word processing, spreadsheet, database, or presentation software.
- File and retrieve corporate documents, records, and reports.
- Prepare responses to correspondence containing routine inquiries.
- Works closely with the key members of the advancement and development team with a focus of corporate relations and special event.
- Assists with the implementation of strategies for the on-going identification, cultivation and stewardship of donors.
- Assist with preparation for presentation and promotional materials.
- Assists with the implementation of the immediate and long range fundraising program for BGCMC with the key members of the advancement and development team.
- Monitors progress in achieving results and takes action accordingly.
- Utilizes fundraising management tools effectively.
- Demonstrates a greater understanding of the “customer & guest experience” leading to an outcome based and results driven fundraising and program events.
- Assists with the philanthropic relationships with a diverse group of major gift donors, corporations, community partners and strategic investors.
- Represents BGCMC at various community events.
• Assists with the implementation of BGCMC positioning, promotions and creation of campaign messaging, and event plans.
• Assist team to coordinate logistics for events.
• Other duties as assigned.

TRAITS AND SKILLS
The successful candidate for this position will possess the following traits and skills:

• Passionate about youth success as defined in BGCMC Mission & Strategic Goal
• Cultural competence, especially in working across age, ethnic, racial and class differences
• Personal & professional alignment with BGCMC Core Values, Beliefs & Standards
• Ability to produce results in a dynamic, high-energy, friendly and professional environment
• Keen attention to detail, professionalism, safety and order
• Willingness to work as needed
• Results-driven, integrity-centered
• Excellent judgment, decision-making capability
• Keen sense of self and ability to lead and manage talent in accordance with the BGCMC culture
• Cultivation and Stewardship of Investors, prospects and partners
• Leads by example
• Has executive presence
• Manages multiple priorities and work flow effectively
• Strategic, nimble problem-solver
• Compelling communicator - able to inspire and rally support for ideas
• Superb writing skills
• Moves information in a timely manner appropriately
• Must be Tech Savvy

Essential Working Relationships:
Internal: Maintain close, daily contact with Club professional staff and Volunteers to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Cultivate ongoing relationships with members providing discipline, wise guidance and counsel as appropriate.
External: Maintain contact with community groups, schools, members' parents and others required and approved by the CEO. Publicize the club in order to increase awareness whenever possible in order to increase financial support and expand outreach efforts.

Environmental and Working Conditions:
• This position requires the ability to perform work in an office setting as well as in a highly interactive and emotionally and physically stimulating environment. Occasional travel between Club sites is required.

Physical and Mental Requirements:
• Demonstrated ability to:
  o Maintain a high energy level.
  o Be comfortable performing multi-faceted projects in conjunction with day-to-day activities.
  o Effectively communicate with a variety of audiences in various settings.
• Must have a reliable and accessible mode of transportation to commute occasionally between Club sites.

Maintain and uphold the eight attributes of integrity:

1. **CHARACTER:**
   Consistency between word and deed

2. **HONESTY:**
   Truthful communication

3. **OPENESS:**
   Operational transparency

4. **AUTHORITY:**
   Employee encouragement

5. **PARTNERSHIP:**
   Honor obligations

6. **PERFORMANCE:**
QUALIFICATION REQUIREMENTS:

Minimum Qualifications:

- **Knowledge:** Candidate must have strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook systems. Knowledge of BGCMC operations and culture is highly desirable.
- **Education:** Four-year college business degree from an accredited college in related discipline required.
- **Experience:** Minimum of two years of experience preferred in non-profit
- **Skills** required in the following areas:
  - **Communication Skills:** Informing, Listening, Presenting, Writing.
  - **Leadership Skills:** Developing Commitment, Facilitation, Team Building
  - **Problem Solving:** Identifying Root Cause, Team Management
  - **Planning Skills:** Action Planning and Organizing, Monitoring, Strategic Planning, Problem Solving
  - **Technical Skills:** Word, Excel, PowerPoint, Publisher, Outlook, Internet Explorer, Salesforce & CRM Database, Auction Tracker, Adobe Photoshop & Illustrator, basic knowledge of HTML, Social Media savvy, a plus
  - **Relationship Skills:** Meeting Skills, Networking, Relationship Building
  - **Writing:** Content translation for Website and other communications vehicles

COMPENSATION:

Paid position for work-study qualified students. Wage range is between $12-$20/hour. Compensation dependent on relevant work experience and skills. This position is classified as non-exempt and as such is eligible for the overtime provisions of the Fair Labor Standards Act.

APPLICATION PROCEDURES:

A completed BGCMC official application, resume and cover letter must be received in the Human Resources Office to be considered for this position.

Submit completed applications: By FAX to (831) 394-4898, by mail to P.O. Box 97, Seaside, CA 93955 or in person to our Seaside Unit located at 1332 La Salle Avenue. Materials submitted become the property of BGCMC and will not be returned.

To obtain the required BGCMC application form, visit the BGCMC website at www.bgcmc.org, or visit our Administration Office located at our Seaside Unit between 9:30am – 4:30pm, Monday – Friday.

BGCMC is an Equal Employment Opportunity employer committed to excellence through diversity. All employees must be eligible for employment in the U.S.