



JOB DESCRIPTION

Events Coordinator

Boston, MA | Full-Time Salaried

Project Place promotes a community of hope and opportunity for homeless and low-income individuals by providing the skills, education and resources needed to obtain and sustain employment and housing. For over 50 years, Project Place has been a resource for individuals who are experiencing homelessness in Boston. Through innovative programming, including social enterprises, we facilitate the successful transition of individuals to economic self-sufficiency. Comprehensive programming consists of classroom instruction, credential training, case management services, housing and job placement, retention and career services.

Project Place is hiring a full time Events Coordinator to join their Philanthropy team. As Events Coordinator, you will plan and execute all of Project Place's events, including their annual gala fundraiser, with the opportunity to build new event opportunities for the agency. Through your work, you will also support and participate in larger philanthropy team activities, including fundraising appeals and donor outreach. You'll be a great fit if you're nimble and entrepreneurial with experience in all aspects of event management and execution with a keen ability to communicate effectively, set and meet deadlines, and follow up effectively with partners. This role is a great opportunity for an early career events professional to gain experience in the broader work of nonprofit philanthropy while being part of an established and impactful organization making a real difference in the lives of Bostonians experiencing homelessness.

The Events Coordinator is part of the Philanthropy team, which is comprised of a Director of Philanthropy and a Grants and Systems Manager. This role reports directly to the Director of Philanthropy.

WHAT YOU'LL DO

As Events Coordinator you will be responsible for the following areas of work:

Event Planning and Management

- Manage Project Place's event calendar
- Serve as project manager for Project Place's annual fundraising gala
- Negotiate vendor contracts and identify and solicit in-kind donations for events
- Create and manage event timelines, deadlines, and event deliverables, including liaising with external partners
- Process and track event invitations and RSVPs
- Serve as Project Place's in-person and virtual event lead

- Increase efficiency in the planning and execution of all Project Place events
- Be an ongoing learner on best practices including the creation of inclusive events
- Manage the production of event collateral, including invitations, signage, presentations, sponsor recognition, etc.
- Manage venue selection, catering, and AV as needed
- Lead post-event follow-up with attendees
- Ensure that Project Place's events model inclusion and representation across all components, including but not limited to supplier diversity
- Work closely with the Director of Philanthropy to expand the annual event calendar

Stewardship and Philanthropy Support

- Clearly and confidently communicate event and fundraising needs with the Project Place Board of Directors
- Identify new prospects for sponsorship and in-kind support of events
- Support Philanthropy Team in implementing a stewardship plan for event donors
- Manage relationships with sponsors and other external partners
- Draft fundraising correspondence
- Provide general support to the Philanthropy Team

QUALIFICATIONS

There are innumerable ways to learn, grow, and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. This said, we are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below.

- 2 years' experience in event management or production
- Excellent project management skills
- High level of organization and process orientation
- Demonstrated ability to manage multiple projects and deadlines simultaneously
- Experience executing virtual events
- Ability to manage up and across, distilling feedback from various viewpoints
- Experience in non-profit, mission-driven events a plus
- Demonstrated focus on equity and awareness to make events accessible for all audiences
- Strong writing and communication skills with a high level of attention to detail
- Strong customer service skills and prior experience working with diverse people, organizations, and communities
- Experience and comfort with technology including online platforms for project planning
- Commitment to Project Place's mission to end homelessness by providing pathways to attain jobs, housing, and hope

COMPENSATION & BENEFITS

The salary range for this position is between \$45,000-\$52,000 and is commensurate with

experience. Project Place offers a comprehensive benefits package that includes, but is not limited to:

- Health insurance (vision & dental), and life and long-term disability insurance
- 401k plan with employer match
- Paid time off, beginning at 3 weeks per year in the first year of employment

More information about Project Place's benefits can be [found here](#).

MAKING THE DECISION TO APPLY

To apply to this position, please submit a resume and a thoughtfully written cover letter through the online application portal. We will review and respond to all applications received. For confidential inquiries or for assistance in completing the application, please reach out by email to rcostello@positivelypartners.org.

This position is full-time and requires availability for occasional evening work. It is located at the Project Place Headquarters in the South End neighborhood of Boston.

TIMELINE AND HIRING PROCESS

We will review and respond to all applications received. While subject to change, candidates elected to advance throughout the process can expect to interview first with Positively Partners, followed by an interview with the Hiring Manager for this role, and, for finalists, an interview day with staff and key stakeholders, including a robust and holistic reference check process. Expected start date is January 2022.

EQUAL OPPORTUNITY STATEMENT

Project Place is an equal opportunity employer and we encourage candidates of color, women, LGBTQ, low-income, and non-college degree holders to apply. Project Place prohibits the unlawful discrimination against any employee or applicant for employment based on race, color, religion, sex, gender identity, age, national origin, genetic characteristics, disability, status as a special disabled veteran or veteran, marital status, sexual orientation, sexual identity or any other basis prohibited by law.