



Kathy's House

A HOSPITAL GUEST HOUSE

Job Description

Title: Events & Philanthropy Coordinator
Reports To: Director of Philanthropy
Job Status: .5 FTE (specific days/times TBD)

Mission

Kathy's House (KH) is a hospital guest house committed to providing affordable lodging and caring support in "a home away from home" environment for families who need to travel to the Milwaukee area for medical care.

Vision

To become a replicable national model in the field of Hospital Guest Housing by developing a state-of-the-art facility and delivering guest services based on best practices to improve patient care and the healthcare delivery system.

Job Summary

The Events & Philanthropy Coordinator is key to Kathy's House success and requires a highly organized, creative, detail oriented and motivated person to serve as lead for event planning, revenue generation through events, project/event management, production and sponsorship.

Committed to the mission of Kathy's House, the Events & Philanthropy Coordinator works in close relationship with the Director of Philanthropy to provide exceptional event experiences for the purposes of fundraising and employee, donor and guest recognition. Responsibilities include the planning and execution of the annual Kathy's House Gala and Kathy's House Golf Outing, as well as smaller events, such as Oktoberfest, a Volunteer Appreciation gathering, wine pairing dinners. Our events are for the purposes of increasing awareness of Kathy's House, fundraising and volunteer/donor recognition. Additionally, the Coordinator partners with the Director of Philanthropy to perform general philanthropy functions including but not limited to researching key prospective donors, preparing acknowledgment letters, and assisting with development mailings.

KH is a small, but rapidly growing nonprofit agency in the process of building a larger, state-of-the-art facility. All team members are expected to assist with other functions from time-to-time. The culture at KH is team-oriented and everyone is expected to pitch in when necessary to make sure our guests' needs, safety and health outcomes remain our top priority.

Essential responsibilities:

1. In collaboration with Kathy's House Director of Philanthropy, create and execute annual events plan in support of organization's goals and objectives, especially within the philanthropy plan. Establish ongoing goals and objectives for Fundraising, Volunteer, Stewardship and Hospitality events.
2. Lead all aspects of the annual gala, golf outing, and smaller scale events including coordination of event timelines, project plans, production meetings, recap reports and measurement tracking.



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Essential responsibilities (continued)

3. Partner with Director of Philanthropy to support general philanthropy accountabilities, which might include but are not limited to researching prospective donors especially those who attended events, preparing bi-weekly acknowledgment letters, supporting data entry and maintaining data integrity for the philanthropy team, and assisting with annual philanthropy mailings.
4. Participate in connecting events to other activities at Kathy's House, including marketing, annual report, website, media releases, newsletter, brochures, etc.
5. Ensure the value of maximizing revenue generation while staying under budget for all events. Monitor and evaluate events to determine successes and challenges, recommend changes and modifications based on evaluations.
6. Experience or willingness to learn how to solicit sponsorships and business partners for event support. Create event sponsorship packages.
7. Manage follow up with sponsors, guests, and vendors after each event.
8. Work with Volunteer Coordinator to engage volunteer support to execute events as needed. Build strong team collaboration and delegate tasks to volunteers and day-of staff in support of events as needed.
9. Negotiate costs and services with vendors: evaluate and book event space, arrange food and beverages, order all supplies/decorations, coordinate audiovisual equipment and operation. Prepare and modify event contracts.
10. Manage and oversee events on the day-of including, directing event set-up, communicating with staff, organizing vendors, welcoming guests, problem solving, and managing take-down/closure of event.
11. Work with venue to create/revise room layouts, seating arrangements, foursomes, etc. for each event. Work in close collaboration with Director and Executive Director on key guests seating and representatives at event.
12. Organize and collaborate with the Marketing Team on event concepts, graphic design/production/printing, social media, and event marketing.
13. Supports team in planning run-of-show and event program/ presentation.
14. Solicit donation items for silent and live auctions, register all items in online systems, determine pricing and bid values for all items.
15. Issue invoices and collect payment in a timely manner and create comprehensive financial reports for events. Perform data entry for events into Kathy's House database, and maintain data integrity.
16. Maintain compliance with all local, state, and federal laws that apply to special events (i.e. raffle license).
17. Working some evenings and weekends are required for events, including working additional hours to execute the Gala event in May, and any follow-up in the weeks following. Ability to travel locally for pre-event work, day-of, and event follow-up.
18. Perform other duties as assigned by Director or Executive Director.



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Qualifications and Position Requirements

Knowledge:

- Use of office computer operating systems and software, including Microsoft Office.
- Experience with event management software. Become proficient in Kathy's House database and software related to events and online auctions. Work collaboratively with Director to mine database and connect guests to our mission beyond the event.
- Business and professional standards of dress and behavior.

Skills:

- Understanding of fundraising, event management, and donor engagement.
- Excellent social and customer service skills, and proven ability to maintain successful working relationships with internal staff, leadership, donors, vendors, and volunteers.
- Ability to be a good listener, displaying a caring, empathetic, open-minded attitude to all.
- Ability to handle stressful situations, act proactively and responsibly, ability to work on multiple projects, and be flexible and adaptable to change.
- Ability to work both independently and in a team and follow through with minimum direction or oversight.
- Excellent planning and organizational skills, including managing time and resources given multiple priorities. Organize and maintain files, records and documentation appropriately.
- Professional demeanor: must be able to remain calm during high pressure events. Troubleshoot with grace and creativity.
- Skilled to recognize and safeguard confidential information.
- Ability to present a professional image as a representative of Kathy's House.
- Excellent writing, verbal, and presentation skills.

Experience and Education:

Minimum Required: Three years experience in Event/Meeting Planning/Management, Project Planning/Management or Conference Management with a preference for nonprofit fundraising events.

Preferred: Meeting/event management certificate. Bachelor's degree in Communications, Marketing or relevant field.

Other qualifications (required)

- A valid WI driver's license and ability to travel locally and regionally as needed
- Physical demands for this position include sitting, standing, bending, walking, lifting, and/or moving up to 40 lbs.
- CPR/First-Aid Certification preferred.

Note: These requirements represent the minimum levels in order to perform the job on a satisfactory basis. Employees must have the ability to satisfactorily perform the essential functions of the job.

Position is eligible to participate in a Simple IRA retirement fund (up to 3% employer paid match).

TO APPLY: Email resume, cover letter, salary requirements/history to **Katie Sparks**, katies@kathys-house.org.