

Job Description

Job Title: Hilltop Events Coordinator
Department: Development
Reports To: Executive Director of Development
Job Status: Regular/Full-time (40 hours/week)
FLSA Status: Exempt

Physical Strength: Moderate
Prepared By: Colette Blakely
Prepared Date: November 14, 2023
Approved By: Fr. Philip
Approved Date: November 14, 2023

SUMMARY

The Hilltop Events Coordinator, works as a liaison with the Development, Communications, Guesthouse, Library, Bookstore, Brewery, Seminary and Human Resources departments to provide organization, support and/or leadership for fundraising, donor stewardship and Hilltop touchpoint events.

The Coordinator collaborates with Abbey colleagues, event committee members, and volunteers to plan, coordinate, document and execute memorable fundraising, alumni, donor stewardship and Hilltop touchpoint events that promote lasting ties between event attendees and Mount Angel Abbey and Seminary and the Abbey Foundation of Oregon. These events are designed to cultivate, educate and engage friends, alumni, donors, the monastic community and employees. This position works to ensure events enhance the experience of the Abbey's mission, which welcomes all as Christ.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Note: While this listing is a comprehensive representation of essential duties of the position, it is not necessarily all-encompassing and additional duties may be assigned as needed to meet Department and/or Abbey needs.

- Serves as the initiator for every aspect of each event: venue logistics, event committees, staff responsibilities, and general event-related communications with monks, seminarians, employees and program presenters, collateral, the program “run-of-show,” collaboration with the data team and fundraisers, data entry, guest registration and table seating, volunteer assignments, acknowledgments, and post-event follow up.
- Acts as a “servant leader,” eliciting the best from all team members and encouraging strong and united team spirit. Maintains a “big picture” understanding of the organization’s mission and the objectives of each event, while being exceptionally detail-oriented and organized, ensuring quality and consistent output. Uses professional project management skills to create and maintain detailed timelines for each event, showing monthly tasks and deadlines for each team.
- Ability to work professionally and collaboratively with department leaders and those assigned to carry out each component of the event. Develops successful entrepreneurial strategies for increasing event participation, revenue, community awareness and volunteer engagement.
- Coordination of staff, committee, and volunteer meetings, with timely and complete agendas, meeting reports and follow up, and timely data reports. Coordinates the recruitment, training, mobilization and appreciation of event volunteers.
- Works with the Director of Communications and the Development department to facilitate the production and distribution of Development event collateral, sponsorship/ticket mailings, and guest communications.
- Prepares and manages event budgets, income and expense reports; tracks all vendor payments.
- Exhibits a strong sense of financial accountability, and the ability to manage resources with prudence and efficiency.
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- Demonstrated verbal and written communication excellence: clear, concise, correct, and always professional, using tact, diplomacy and good judgment.
- Timely coordination with Data Services for each Development event-related data project: mailings, eblasts, fundraising reports, etc. Prompt and accurate data entry, such as guest registration, table seating and post-event data updates. Performs analysis of special event metrics including revenue projections, progress toward goals, and attendance outcomes.
- Commitment to ensure a positive team experience before, during and after events. Leads the evaluation and feedback process post-event and creates plans to implement changes and improvements.
- Efficient coordination of smaller donor-related catered events that consistently reflect Benedictine values of welcome, simplicity, and graciousness.
- Organizes and maintains event supplies.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supports the collaboration of the work of Monks, colleagues, volunteers or work-study students for events.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to maintain a positive work atmosphere by demonstrating a professional and hospitable demeanor, and acting/communicating in a respectful manner which facilitates positive working relationships with customers, volunteers, monks, co-workers and organizational leadership.
- Experience planning large- and small-scale events (experience with events of 1000 or more attendees desired). Event management experience should include: budgets, project scopes, identifying key metrics, timeline establishment and post event evaluation.
- Experience working and negotiating with event vendors such as rental companies, catering, venues, audio-visual companies, and print/mail shops.
- Proven experience in Project Management
- Ability to work extended hours as required, including occasional evenings and weekends
- Strong interpersonal skills and the ability to persuade and excite fundraisers, event committee members, volunteers, colleagues and friends of the Abbey about its mission.
- Exceptional organizational abilities and excellent time-management skills. Energetic, self-motivated, flexible and adaptable, with a sense of humor.
- Ability and willingness to travel occasionally, especially throughout the Portland Metro area and as far south as Eugene.
- Demonstrated ethic of accountability in the workplace; experience maintaining strict confidentiality and discretion.
- Ability to support others' objectives as his/her own.
- Proven excellence in verbal and written communication skills, and a personal commitment to outstanding customer service, including excellent phone etiquette.
- Ability to thrive in a dynamic, culturally diverse, and friendly environment characterized by growth and change.

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- Must have working knowledge of the Catholic Church or willingness to learn. An understanding of a Catholic Abbey and Seminary is helpful.
- Regular and predictable attendance is an essential function of the job.

EDUCATION and/or EXPERIENCE

- Bachelor's degree preferred.
- Four+ years of professional experience in events management, preferably in a nonprofit setting.
- Experience in managing a budget.
- Experience working with trustees and high-level volunteers in cultivating major gifts.

LANGUAGE SKILLS

Exceptional verbal and written communication skills.

MATHEMATICAL SKILLS

Solid basic math skills.

COMPUTER SKILLS

- Proficiency with Microsoft Word, Excel and PowerPoint required.
- Working knowledge of fundraising databases, preferably Raiser's Edge.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a current, valid Oregon driver's license with a clean driving record in order to be covered on Abbey auto insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to regularly sit, stand, bend, stoop, and occasionally reach overhead.
- Will frequently (several times per week) lift small boxes weighing up to 15 pounds.
- Will occasionally enlist assistance help in lifting larger objects (i.e. boxes of paper, envelopes, etc.) weighing up to 50 pounds.

WORK ENVIRONMENT

Office environment.
