



FOR IMMEDIATE POSTING:

Job Title: Special Events Coordinator	Job Classification: FT/Non-Exempt/Salary
Department: Development	Reports To: Director of Development

SUMMARY:

The Friends For Life Corporation Special Events Coordinator will assist the Director of Development with the agency's fund-raising efforts through special events.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Design, implement and evaluate new and existing special events. Secure sponsors, attendees, and committee members for all special events. Identify potential funding sources, cultivating their interest in FFL, making or assisting with the funding solicitation, processing the gift, reporting on the use of the gift, thanking donors and keeping donors informed and interested in supporting FFL. Provide accurate, complete and timely data entry and reporting of all relevant program and consumer data into CAREWare, HMIS, Evaluweb and/or other reporting systems as requested by supervisor.

EDUCATION and/or EXPERIENCE:

A Bachelor's degree and a minimum of 1 year experience that demonstrates the proven ability to perform required duties. Nonprofit background preferred. Events management experience preferred. Experience with Sage Fundraising 50 a plus. Working understanding of e-philanthropy. Effective communication and interpersonal skills. Must have a strong command of MS Windows and MS office suite. Strong analytical and research skills. Ability to perceive and deal with sensitive issues while maintaining strict confidentiality.

Contact Information and Procedure:

Mail, fax or e-mail **application** and **resume** along with a cover letter highlighting in detail skills and experience. Applications can be obtained at the FFL office or

www.friendsforlifecorp.org/employment/

Email applications in Word or PDF only. Candidates will be selected for interviews on the basis of materials provided. Not all candidates will necessarily receive an interview. No telephone calls please.

Deadline for applications is: **OPEN UNTIL FILLED, but priority will be given to those applications received by April 25, 2014.**

Send application materials to:

Email: gina.fortner@friendsforlifecorp.org

Mail: Human Resources

Friends For Life, 43 N. Cleveland St., Memphis, TN 38104

Fax: 901-272-7458

**Position contingent upon continued grant funding- EEO/AA*