
JOB DESCRIPTION



TITLE: Event Planning Coordinator
POSITION CODE: 5054
DEPARTMENT: PIH Health Foundation
DEPARTMENT MANAGEMENT: Vice President, PIH Health Foundation

POSITION SUMMARY

PIH Health is seeking an experienced and dynamic Fundraising Event Planning Coordinator to oversee signature PIH Health Foundation events across the PIH Health system. PIH Health is based in Whittier, CA with Hospitals located in Downey, Los Angeles and Whittier. This position will be heavily weighted in Whittier.

The Event Planning Coordinator will be responsible for fundraising event management for PIH Health Foundation, which includes all financial reporting, budgeting and project management, as well as facilitating volunteer planning committees, sponsorship and in-kind donation solicitations, vendor relations and working with Gift Officers on special donor events and stewardship opportunities.

The Event Planning Coordinator will lead collaboration with the marketing department on the production of all event materials including auction catalogues, invitations, public relations and social media. Overall the Event Planning Coordinator will be able to work within organizational budgets with an emphasis on maximizing existing events. The Event Planning Coordinator must be able to perform all physical and administrative tasks related to events. The Event Planning Coordinator will also serve as the liaison to all third-party events.

This is an exempt position. Must have strong organizational, written and verbal communication skills.

SPECIFIC SKILLS NEEDED

- Dependable person with excellent project management skills.
- Creative thinker with proven event management experience.
- Must have basic knowledge of fundraising strategies and tactics.
- Excellent interpersonal skills with the ability to meet and deal pleasantly and effectively with donors, physicians, and the general public.
- Must possess ability to organize, negotiate to plan event which is on time and on budget, plan daily activities and demonstrate initiative with minimal supervision and to complete projects under pressure of deadlines.
- Must be able to handle numerous tasks simultaneously and efficiently, delegate to appropriate parties, coordinate multiple vendors and assure event runs as planned.
- Must have the ability to develop, negotiate with and maintain relationships with local venues, caterers, florists, audio visual vendors and others.
- Event management skills and experience required.
- Must have the ability to generate reports itemizing each event costs, overages and untoward expenses due to last minute changes and report monthly the events planned, cost and on time performance as it related to event and budget.
- Must be able to conduct "lessons learned" post event and report those lessons with corrective action plan as applicable.

EDUCATION/EXPERIENCE/TRAINING

Required:

- Three (3) years experience coordinating fundraising events for a non-profit with proven track record of success
- Maintain a current California Driver's License and proof of insurance.
- Proficient use of MS Office (including Word, Excel and PowerPoint)
- Experience with donor databases Raiser's Edge and Auction Tracker
- Excellent verbal/written communication skills
- Attention to detail and ability to work independently, under deadlines and handle multiple priorities
- Weekend and Evening work required along with travel within PIH Health's service area encompassing Downey, Los Angeles and Whittier.

Preferred:

- Bachelor degree in public relations, journalism, communications or marketing preferred.

DUTIES AND RESPONSIBILITIES

1. Safeguards and preserves the confidentiality of patient's protected health information in accordance with State and Federal (HIPAA) regulatory requirements, hospital and departmental policies.
2. Ensures a safe patient environment and adherence to safety practices per policy.
3. With consideration to age, employee utilizes the approved process to resolve biophysical, psychological, educational and environmental needs of patient/significant other when administering care.
4. Manages new and existing annual events including but not limited to a Gala and a Golf Tournament
5. Responsible for event budgeting, results analysis, and donor and vendor solicitation
6. Obtain, review, and ensure timely execution of contracts and/or service agreements required for implementation of an event, such as for venue, catering, entertainment, etc.
7. Ensures an organizational liaison for all Third Party fundraising events, providing promotional support and attending events, if necessary
8. Works with gift officers and VP, PIH Health Foundation to coordinate quarterly Circle of Excellence gatherings and special donor cultivation events
9. Leads collaboration with marketing department on the production of all event materials and public relations
10. Writes and/or edits correspondence, solicitations and acknowledgment letters
11. Provides day of oversight of on-site event logistics
12. Works collaboratively with marketing, and major gift staff to ensure appropriate leveraging of event volunteers, attendees and donor relationships
13. Facilitates all volunteer event committees and manages all event volunteers
14. Acts as a liaison to community groups and vendors, as assigned
15. Develops and maintains positive relationships with venues, caterers, vendors, community leaders and organizations.
16. Propose event budgets for department management approval. Track expenses and report final expenses to management at completion of each event.
17. Be vigilant in seeking out the best vendor option in terms of cost, value and quality.
18. Other duties, as assigned by supervisor

To apply, [click here](#).