

JOB DESCRIPTION

Special Olympics Michigan

DATE: November 2022
JOB TITLE: Event Coordinator
DEPARTMENT: Development Team
EXEMPT STATUS: Exempt

GENERAL STATEMENT OF DUTIES:

The Event Coordinator plays a key role with Special Olympics Michigan by organizing donor activations and fundraising events in key markets.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Oversight and execution of all SOMI events at the Unified Sports & Inclusion Center – key focus on donor events, grand opening/ribbon cutting in 2023
- Leadership in the planning of annual Special Olympics Michigan signature fundraising events:
 - Ties & Tennies Gala (Ford Field)
 - Athletes Like Audrey Luncheon (Unified Sports & Inclusion Center)
 - Dare to Dream Golf Outing (Railside Golf Club)
 - Ford Golf Outing (Dearborn Country Club)
 - Polar Plunge (GR at LMCU Ballpark and Legislative at Capitol in Lansing)
- Solicit & manage auction item donations for Gala and other regional fundraising events.
- Orchestrate Special Olympics presence at third-party events, including various corporate golf outings, community festivals, and others as assigned.
- Work with field services team to coordinate athletes and with designated corporate point persons to secure volunteers.
- Support Special Olympics statewide tournaments and sport training events by assisting with coordination of VIP Receptions, event logistics support, and other duties as assigned.
 - *Events Include: Fall Games in Ann Arbor Area, Winter Games in Traverse City, Summer Games in Mt. Pleasant. Some events require in-state travel & overnight accommodations.*

DESIRED QUALIFICATIONS:

- **Experience:** 5+ Years minimum in related field
- **Education:** Bachelor's Degree, ideally in one of the following areas: Event Management, Recreation & Sport Management, Marketing, Public Relations, Non-Profit Management.
- Passion for advancing inclusion efforts and being a part of the “inclusion revolution”.
- Excellent written & verbal communication skills, with experience in delivering presentations.
- (devmt team)Willingness to develop relationships with a diverse range of supporters, including grassroots volunteers, corporate executives, community leaders, and education/health professionals.
- Related marketing and events experience, including proficiency in various social media platforms and event planning background.
- Ability to maintain strong project management / deadlines, while handling multiple priorities.
- Strong planning, organizational, and task management skills.
- An enthusiastic leader with a zest for learning, and a strong commitment to positively impacting the lives of children and adults living with intellectual disabilities.
- Ability to work in a small, dedicated, tight-knit team of development and events professionals, while tackling project management independently on projects.

REPORTING RELATIONSHIP:

- Works under the supervision of the Chief Officer of Strategic Growth
- Office location is Unified Sports & Inclusion Center in Grand Rapids

WHY WORK FOR SOMI:

- Generous paid time-off policy and holiday time.
- Medical, dental, vision, & retirement benefits.
- Automatic 401k contribution.
- Flexible scheduling with opportunity to work remotely.

ABOUT US:

- Special Olympics Michigan (SOMI) is an inclusion organization that utilizes sports, health and educational program to fight inactivity, injustice and intolerance. As a result, people with intellectual disabilities become accepted and valued members of their communities, which leads to a more respectful and inclusive society for all.
 - We provide year-round sports training and athletic competition for 22,000+ children and adults with intellectual disabilities in every county in the state.
 - The SOMI team is made up of 30+ full-time staff that work throughout the state at various locations: our Mt. Pleasant Headquarters on CMU's main campus, the Special Olympics Inclusion Center in Grand Rapids, and in Southeast MI Regional Offices located in Detroit, Flint, & Waterford.

Apply by sending resume & cover letter to Jennifer.vanskiver@somi.org

[only electronic applications will be accepted.]