



Senior Coordinator of Special Events and Corporate Partnerships

About Girls in the Game

At Girls in the Game every girl finds her voice, discovers her strength and leads with confidence through fun and active leadership, sports and health programs. Our programs empower all girls to be gamechangers in their own lives and in their communities. We strive to serve girls year-round and over the long-term and offer a continuum of programs for girls at each stage in their development. Our heart is in Chicago, but in recent years we've expanded to include programs in Bloomington, Illinois, and Baltimore, Maryland.

Position Summary

Girls in the Game seeks a driven, engaging, and strategic development professional with exceptional organizational and written and verbal communication skills and the ability to self-direct to work with Girls in the Game's Director of Development and Communications. The Senior Coordinator of Special Events and Corporate Partnerships will work closely with the Director of Development to develop and execute organizational goals related to fundraising and marketing, focusing much of their attention on special events. The Senior Coordinator of Special Events and Corporate Partnerships will oversee and assist with execution of the organizations large-scale annual fundraising events while stewarding relationships with both existing and new corporate sponsors as well as overseeing content and planning for Girls in the Game social media channels. The Senior Coordinator of Special Events and Corporate Partnerships will also serve as a key member of the team, assisting with development initiatives as needed. Girls in the Game is looking for someone to plan to grow in this role over the next few years.

Girls in the Game is seeking Senior Coordinator of Special Events and Corporate Partnerships to do the following:

- **Special Events**
 - Oversee all aspects of annual Chip in for Girls golf outing, working with committee and Development Director to ensure that event revenue goals are met
 - Create stewardship plan for sponsors and event attendees post-event to develop them as donors
 - Work with Development Director to execute annual Field of Dreams gala, including all logistics for the event, auction oversight, sponsorship fulfillment and on-site event execution, working towards eventual full oversight of the event after the first year in the role
 - Support Development Director's efforts for stewardship of sponsors post-event and while working to transition event support to larger partnerships throughout the year
 - Research, identify and manage opportunities for partner events and cause marketing partnerships throughout the year to ensure that revenue goals are met
- **Corporate Sponsors/Development**
 - Maintain regular communication with sponsors to keep them abreast of program developments, volunteer opportunities and special networking and stewardship events
 - Promote Girls in the Game's unique giving opportunities such as the Named Scholarship Program to companies and their employees/volunteers
 - Oversee Girls in the Game's social media channels in accordance with the overall Communications Calendar developed for the year
 - Pursue in-kind donations to further the mission of organization

- Support organization of and maintenance of Salesforce contact management database
- Manage creation of new solicitation and stewardship materials with Development Director as needed
- Work closely with the Development Director and Development Team to generate revenue to support growth in accordance with Girls in the Game's strategic plan, both in Chicago and Baltimore
- Represent Girls in the Game in the community, with corporate partners, individuals, program officers, and at various meetings, conferences and networking events

Qualifications

- Bachelor's degree required
- At least one to two years' experience in non-profit development or comparable experience
- Working knowledge of Chicagoland's philanthropic and non-profit community
- Demonstrated knowledge of computer environments, e.g. Windows, Microsoft Word, Excel, Outlook and PowerPoint as well as social media channels
- Ability to work under pressure with minimal support

Licensing and Requirements

- Employment is contingent upon proof of eligibility to work
- Verification of degree/credentials
- Background check and fingerprint clearance
- Valid driver's license
- Proof of insurance on personal vehicle
- Recent satisfactory DMV printout of driving record
- Must be available to work evenings or on weekends for various scheduled events and programs
- Flexibility, positive attitude and desire to continually improve professional skills
- Agreement to uphold all of the Girls in the Game Policies and Procedures (by signature)

Knowledge, Skills and Abilities

LANGUAGE

- Ability to communicate effectively verbally and in writing with individuals and groups, including regular public speaking
- Ability to multi-task, set priorities and time manage in a fast-paced and self-directed team environment
- Ability to maintain positive relationships with a wide variety of people including, but not limited to; board members, staff, volunteers, interns, community partners, organizational donors, media
- Ability to work with a wide variety of personalities and deal with each person in an effective and professional manner
- Ability to advocate for and work with girls/young women in a variety of settings and activities
- Ability to work with and engage other from diverse cultures and various sectors of the community
- Spanish-speaking ability highly desirable

MATHEMATICAL SKILLS

- Ability to develop and manage program budget and provide required reports

REASONING ABILITY

- Ability to manage a team of staff and professional volunteers
- Ability to plan strategically, prioritize and delegate

Girls in the Game is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, marital status, disability, national origin or sexual orientation.

- Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes
- Ability to solve problems and resolve conflicts effectively
- Possess a caring attitude towards fellow employees and clients served

Working Conditions

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.

This position requires:

- Frequently: Sitting, Walking, Running, Active Play, Seeing, Hearing, Speaking, Standing, Carrying, Driving
- Occasionally: Stooping, Lift up to 40 lbs, Squatting, Kneeling, Bending, Pushing/Pulling
- Seldom: Climbing, Twisting

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a fast-paced environment and the noise level is usually moderate.

Compensation

Salary is \$40,000 annually with yearly reviews, opportunities for raises and advancement.

Accountability

This position reports to the Director of Development and Communications.

ACCEPTANCE AND CERTIFICATION:

Upon acceptance of employment, I certify that I have read and understand the essential functions of my job as outlined above.

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| _____ | _____ | _____ | _____ |
| Employee's Signature | Date | Supervisor's Signature | Date |