



Hawai'i Foodbank Job Description

Job Title: Events Coordinator
Department: Impact - Development
Reports to: Director of Community Giving
FLSA Status: Non-Exempt
Last Review Date: June 2024
Approved By: President & CEO
Approved Date: June 2024

POSITION SUMMARY

The Events Coordinator serves Hawai'i Foodbank's mission by cultivating impactful partnerships through engaging fundraising events, sponsorships and campaigns to meet and build on the organization's fundraising goals. The position leads the daily coordination and logistics of Hawai'i Foodbank's major fundraising events and initiatives ensuring the smooth operation of events from inception to completion.

The Events Coordinator is a member of the Development, Marketing and Communications team. As this position plays a vital role in our work with internal and external parties, the Coordinator must be a skilled communicator (both verbal and written), collaborative, detail-oriented, and passionate about forging and nurturing long term partnerships for the organization. This individual also represents the Foodbank through internal and external activities, which may include evenings and weekends. The Coordinator must demonstrate an active commitment to Hawai'i Foodbank's mission in all aspects of daily work.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

EVENT PLANNING AND EXECUTION

- With strategic vision of the Director, assume a lead role in planning and executing all fundraisers and events. These events include, but are not limited to, Great Chefs Fight Hunger, National Association of Letter Carriers, and Food Drive Day. Ongoing events also include Coalitions, Community Food Drives, and beneficiary events.
- Manage event logistical details, serving as the point of contact for vendors (i.e. catering, venue, printing), supporters and sponsors, volunteers, and attendees.
- Oversee the logistical coordination of event setup and takedown, emphasizing safety and efficiency in execution.
- Create event communications such as save the dates, invitations, e-blasts, programs, and other marketing materials in partnership with marketing and communications team as needed.
- Develop long lead timelines, programs and run of shows for major events, working with event committees and stakeholders as needed.
- Record and track event data and constituent information, including budget information, registration lists, results, and outcomes.
- Develop systems for gathering and assessing post-event feedback and data to guide future event planning and enhancements.



- Coordinate other seasonal or special events such as cause marketing related events capitalizing on our brand and other fundraising opportunities.
- Manage utilization of online giving platform for events.
- Maintain annual calendar, filing and organizational system for campaigns and events.
- On occasion, handle customer service issues and conflict resolution among donors, sponsors, staff, and volunteers according to established procedures.
- On occasion, draft newsletter articles, blog posts, and other correspondence as assigned

DONOR STEWARDSHIP

- Maintains and manages event donations, donor stewardship and database using the donor management system (Raiser’s Edge).
- Ensures timely donation acknowledgements in collaboration with Donor Services.
- Assist in the communication of processing donations and acknowledgement in partnership with Finance, Donor Services and other departments that apply.
- Other duties as assigned.

OTHER FUNCTIONS

- Comply with all federal, state, and company policies, procedures, and regulations.
- With team, present recommendations and assist in implementing quality initiatives.
- Provide support on any other duties as assigned.

QUALIFICATIONS

- 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. Working evenings, holidays, special events and project work and weekend hours as needed and/or assigned.

PHYSICAL DEMANDS:

Physical Demands	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
Pushing:		X		
Pulling:		X		
Lifting:		X		
Ground to Waist Height		X		
Waist to Chest Height		X		
Overhead Height		X		
Carrying		X		
Sitting:				X
Standing:			X	
Walking:			X	
Running:		X		
Stair Climbing:		X		
Bending:		X		
Crawling:		X		



Squatting:		X		
Kneeling		X		
Stooping:		X		
Crouching:		X		
Climbing:		X		
Forward Reaching:		X		
Twisting:		X		
Side Bending:		X		
Overhead Reach:		X		
Grasping:				X
Handling:				X
Finger Dexterity:				X
Vision:				X
Hearing:				X
Eye-Hand-Foot Coordination:				X

DESCRIPTION OF TASKS

- Most tasks covered in essential duties and responsibilities.

COMMUNICATION DEMANDS:

Communication Demands:	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
The position requires talking to co-workers:				X
The position requires talking to current and prospective volunteers, food partner agencies, companies, organizations, and other stakeholders:				X
The position requires written communication to co-workers:				X
The position requires written communication to current and prospective volunteers, food partner agencies, companies, organizations, and other stakeholders:				X
The position requires talking on the telephone:				X
The position requires supervising others:			X	
The position requires responding to written or verbal requests of co-workers:				X
The position requires responding to written or verbal				X



Communication Demands:	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
requests of current and prospective volunteers, food partner agencies, companies, organizations, and other stakeholders:				
The position requires training, presentations, and giving verbal instructions:			X	
The position requires receiving verbal instructions:			X	
The position requires receiving written instructions:			X	
The position requires reading:				X
The position requires visiting/working at different worksites:			X	

DESCRIPTION OF TASKS

- Most tasks covered in essential duties and responsibilities.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in philanthropy, communications, or related field; and/or five years related experience and/or training; or equivalent combination of education and experience.
- Three years of event planning, marketing, sales and/or non-profit experience is preferred.
- One year of experience working in event planning or related job required.
- Proficient in computer office software including Microsoft Office Word, Excel, and PowerPoint familiarity with other office software, required. Proficiency in Adobe Pro, Microsoft Teams, Zoom, and Raiser’s Edge preferred.
- Familiarity with Mail Chimp and GiveSmart and/or other email marketing and mobile bidding and online fundraising software.
- Familiar with InDesign, Canva, and/or other graphic design software preferred.
- Demonstrated ability to obtain funds and resources for non-profit organizations, preferred.
- Familiarity with Hawai'i Foodbank mission and programs preferred.
- Ability to swiftly adjust to any event modifications or unforeseen circumstances
- Team player with a natural affinity for building close, effective working relationships with a diverse group of stakeholders.
- Customer-first mindset and a passion for continuous improvement.
- Enthusiastic, self-motivated, and demonstrates excellent problem-solving and decision-making skills.
- Excellent time-management skills and the ability to balance multiple events simultaneously.
- Outstanding attention to detail, communication (verbal and written) and organizational skills.
- Can work effectively independently and on a team.



- Ability to meet deadlines.
- Respectful of people affected by food insecurity.
- Capable of quickly and independently learning the organization's online data management and communication tools.

LANGUAGE SKILLS:

- Proficient in reading and comprehending a wide range of documents, including detailed instructions, correspondence, and memos.
- Skilled in drafting clear and effective written communication, including emails, memos, and promotional materials.
- Capable of delivering compelling presentations and effectively conveying information to customers, clients, and team members in both one-on-one and small group settings.

MATHEMATICAL SKILLS:

- Proficient in performing arithmetic operations, including addition, subtraction, multiplication, and division, using whole numbers, common fractions, and decimals.
- Experienced in computing rates, ratios, and percentages.
- Adept at calculating financial figures such as discounts, interest, commissions, and percentages.
- Competent in applying bookkeeping concepts and generally accepted accounting principles to manage budgets, track expenses, and generate financial reports.

REASONING ABILITY:

- Capable of executing a wide range of written and oral instructions with precision and flexibility, ensuring all event details are meticulously followed.
- Skilled in identifying and addressing issues that arise during events, using critical thinking and problem-solving abilities to manage unforeseen challenges effectively.
- Proficient in defining problems, collecting and analyzing data, establishing facts, and drawing valid conclusions as part of the problem-solving and decision-making processes.
- Adept at interpreting complex technical instructions and analyzing all aspects of an event to identify and implement optimal solutions, ensuring successful outcomes for all stakeholders.

EQUIPMENT, MACHINES, TOOL, VEHICLES USED:

- Ability to use a computer workstation, including keyboard, mouse, glide/track pad, printer, copier, scanner, fax, and communication systems (including internal VOIP system, online meeting/communication systems, mobile systems, etc.)
- Proficient computer software skills (Microsoft Office, Adobe Acrobat, Raiser's Edge, Square, MobileCause, etc.)
- Must have valid driver's license, clean driving record, and regular access to insured vehicle.

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.

- While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand. The employee must be able to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision and the ability to adjust focus.

WORK ENVIRONMENT:

- Requires driving for off-site day, evening, and weekend meetings and events, as needed or assigned. Must also be able to safely drive Hawai'i Foodbank van for special projects, as assigned.
- Requires the use of computer, mobile, telephonic equipment, etc.
- The noise level ranges from quiet to moderate to loud at times.

ADDITIONAL INFORMATION

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

I have read and understand the essential duties, responsibilities and qualifications for this job and am able and willing to perform them accordingly.

Signature

Date

Print Name