



Events Coordinator, Temporary

July 2017

*NILC is an equal opportunity employer; people of color and individuals from diverse backgrounds are **encouraged** to apply. NILC does not discriminate on the basis of race, color, national origin, citizenship status, ethnic background, religion, political orientation, gender, sexual orientation, gender identity, age, disability, or any other protected class.*

Position and background

The National Immigration Law Center (NILC) is seeking a temporary Events Coordinator to join its team as an important member of its Development Department and a crucial contributor to overall organizational success. The Coordinator will hold a demonstrated track record of managing and executing a variety of fundraising events and will be tasked with ensuring that each NILC event meets or exceeds financial and programmatic goals. We are seeking a coordinator, planner, and implementer who can work on multiple projects, meet deadlines, and take responsibility for optimizing events within our limited events budget.

The Coordinator ensures that events run smoothly, consistently publicize NILC's organizational mission, and meet or exceed revenue goals. As such, the Coordinator cultivates strong relationships with donors/sponsors, third-party fundraisers, and other stakeholders involved in NILC fundraising events. In collaboration with other departments and contractors as designated, the Coordinator manages all event logistics, from planning to follow-up, and plays a lead role in sponsor prospecting and outreach, in coordination with key NILC staff. The Coordinator also manages event data and metrics for analyzing event performance and maintains/updates database platforms as needed. This position is based in our Los Angeles office and is expected to last approximately six months, with the possibility of extension depending on available funding.

Responsibilities include but are not limited to...

- In consultation and collaboration with NILC's development team, implement an annual events strategy that combines larger fundraising events led by staff with smaller events hosted by third parties.
- Work with the development team and finance department to develop individual event budgets and fundraising strategies, and track and reconcile revenue and expenditures.
- Recommend and initiate ways to improve events, including developing compelling event programming, expanding attendance, increasing revenue, and minimizing expenses.
- Collaborate internally with the development team and externally with contractors to create and manage preproduction, day of event, and wrap timelines.
- Initiate, coordinate, and participate in all efforts to publicize events, including but not limited to strategic guest lists, invitations and save-the-date mailings, social media promotions, and personal outreach by NILC staff and board members.
- Lead and support event-planning committees as appropriate.

- Coordinate with outside vendors, including but not limited to printers, equipment rental companies, and venue representatives.
- Serve as point of contact for NILC staff, external stakeholders, and event participants (including honorees, guests, and volunteers), providing information about events, including scheduling and program updates and other logistics.

Education & qualifications

- Minimum two (2) years of experience planning and executing fundraising events.
- Demonstrated ability of successfully forecasting pitfalls, maintaining a fluid workflow, handling unexpected changes, and keeping event planning on schedule while juggling multiple and competing priorities.
- Diplomatic communication skills and the ability to remain calm under pressure a must.
- Detail- and deadline-oriented, with excellent organizational, problem-solving, critical thinking, and interpersonal skills.
- Excellent written and verbal communication skills, with demonstrated ability to negotiate diplomatically and tactfully with diverse stakeholders (including organizational sponsors, donors, high-profile honorees, performers, etc.).
- Highly proficient in using Excel spreadsheets for data management and organizing information to create impact reports.
- Proven ability to manage time and prioritize tasks to meet goals and deadlines effectively.
- Demonstrated ability to work independently and as a collaborative team member.
- Bachelor's degree in related field and experience working with immigrants' rights and/or progressive issues preferred.

Salary and benefits

Competitive salary DOE. Benefits include health, dental, and vision; disability; flexible spending account; 403(b) employer retirement plan; excellent time off benefits.

To apply

Please send a detailed cover letter explaining your interest in NILC's mission and why you are the best candidate for this position, along with your resume, to jobs@nilc.org. PDF format preferred. Please use ECO717 as your subject line. Applications will be accepted on a rolling basis with priority given to those received by August 21, 2017. If the position is still posted, it is still open.

Please do not send duplicate materials. Incomplete applications will not be considered. You must have all materials requested above in your application to be considered. No phone calls, please.