



## Events Coordinator

### Role Summary

To plan and execute fundraising events on behalf of a CfC State Chapter.

### Impact

The income generated by fundraiser events allows Carpets for Communities to continue empowering Cambodian mothers to break the cycle of poverty, and to return their children, previously at risk of child labour and trafficking, to school. By planning and executing successful fundraiser events, Event Coordinators allow Carpets for Communities to involve more families in our project, providing them with a hopeful future. Fundraiser events are also an effective method of recruiting new volunteers; each new volunteer recruited at an event represents an expansion in CfC's human resources, and thus the potential expansion of our work in Cambodia.

### Main Responsibilities

- Plan and manage at least 2 fundraising events annually to reach set targets, with support from Chapter President, and other volunteers
- Develop and oversee implementation of overall event theming and design
- Source venues and equipment (e.g. staging, audio visual, lighting requirements)
- Manage the procurement of donated items for raffle/auction/door prizes or sponsors as needed
- Manage invitation design, distribution and guest bookings
- Supervise event volunteers
- Manage follow up mail outs
- Ensure donations are recorded and acknowledged accurately

### Time Required

Varies greatly, more time required in the lead up to an event, little time required post-event

### Term

12 months

### Responsible to

Chapter President

### Results

Measures of Success:

- 2 events held annually
- \$5,000 is raised annually
- New volunteers recruited at each event

### Other expectations

- Attend state conferences (twice annually)

### Competencies

The following competencies are advantageous to the role:

- Superior interpersonal and organisational skills
- Professionalism
- Public Speaking
- Ability to manage multiple competing priorities
- Ability to work to a deadline