



**POSITION TITLE:** Events Coordinator

**DEPARTMENT:** Development

**REPORTS TO:** CDO

**LOCATION:** Hybrid, Denver CO

**FLSA STATUS:** Part-time, Salary (20-24 hrs weekly)

**POSITION SUMMARY:**

UWP is seeking an experienced and dynamic Fundraising Events Coordinator (EC) to oversee a robust slate of events across the global constituent base. Manages new and existing annual events such as President's receptions; Reunion events, Annual Gala, Annual Board meetings and GLC reception. The EC will also work with the marketing department on the production of all event materials including auction catalogs, invitations, public relations and social media. Overall, the EC will be able to work within organizational budgets with an emphasis on maximizing existing events. The EC must be able to perform all physical, administrative tasks related to events. The EC will also ensure that there is a liaison to all third-party events. The EC will be responsible for event fundraising management for UWP which includes all financial reporting, budgeting and project management, as well as facilitating volunteer planning committees, in-kind donation solicitations, vendor relations and working with Director Annual Giving and Development Team on special donor events and stewardship.

**ESSENTIAL JOB FUNCTIONS:**

**RESPONSIBILITIES**

- Provide polished, comprehensive event management for Up with People (UWP).
- Responsible for planning, organizing, and coordinating elements from conception through completion of multiple successful events.
- Collaborate with CDO/Development Director and Director of Marketing & Communications on various events, frequently simultaneous, which include internal and external partners.
- Managing events in a practical and efficient manner for the attendees from planning to fulfillment-including logistics, anticipating challenges, team management, delegation, leadership, communication, to ensure a world class experience for attendees.
- Act as a liaison to UWP, providing a bridge for smooth/efficient communication between all event team members (vendors, sponsors, entertainment, event staff), demonstrating leadership to maintain credibility, trust, and support with the team, constituents.
- Manage highly confidential information. Create correspondence, timelines, itineraries, spreadsheets & presentations related to event elements and progress.
- Create budgets, review BEO's, event time-line and reconcile expenses.
- Purchase supplies, materials, and gifts as needed for event facilitation.
- Support budget/forecasting processes and reporting with desired outcomes with other team members.
- Deeply commit to supporting the mission and vision of the Up with People organization.
- Perform other related duties as assigned.

**MINIMUM SKILLS & QUALIFICATIONS:**

- High School Diploma
- Minimum of 5 years' experience facilitating major event planning and coordination for events from 50 to 800+ attendees.



- Ability to manage multiple deadlines, make meaningful decisions, creatively problem solve, be proactive and efficient, work with little supervision, handle shifting priorities, and interface inside and outside the UWP organization with a high level of professionalism and confidentiality.
- Above average proficiency with various software platforms to include Microsoft Office Suite, Salesforce, Zoom, Google Suite with the aptitude to assimilate to others as determined.
- Passionate about the importance of arts, culture, and equality in our community; capacity to passionately articulate the mission, vision, and relevancy of Up with People to others.
- Entrepreneurial spirit with astute management skills and the ability to foster a collaborative and positive environment.
- Demonstrated leadership and the ability to collaborate with diverse populations authentically and professionally.
- Proven ability to make complex decisions using quality data while balancing the needs of multiple stakeholders.
- Strong relationship building and project management skills with a strategic and creative thought process.
- Exhibit high ethical standards of conduct and confidentiality when collaborating with internal and external constituencies.
- Deadline driven, organized, resourceful, and results oriented.
- Strong written and oral communication skills.
- Ability and willingness to travel and work with a flexible schedule, as required.

**ABOUT UP WITH PEOPLE:**

Up with People was established in 1968 as a 501(c)(3) international nonprofit organization and has been empowering communities and youth through transformative programs ever since. Up with People empowers youth to lead change in the world through performing arts, dialogue, and worldwide travel. Since its inception, Up with People has hosted 22,000+ youth participants in their programs from 135 countries and engaged over 5 million people from 73 cultural regions with a common message for peace.

Up with People continues to further its vision of an inclusive and sustainable world where people are equal in dignity and rights by developing and scaling unique programming focused on fostering values-based leadership and life skills for teenagers and young adults. Up with People has bold goals for 2023 and 2024 with the recent launch of its VOICES program, focused on proudly developing a community of changemakers to lead conversations, communities, and collective action on global challenges. VOICES offers an educational curriculum, mentorship, a capstone project, community festival, and cultural immersion.

**BENEFITS & PERKS:** You will have life and disability coverage. No other benefits are provided for positions 24 hours or less per work week.

**WORK ENVIRONMENT:** Hybrid/Remote, onsite when needed. This may adjust as business needs change.

**COMPENSATION:** In addition to the opportunity to partner with a thriving nonprofit organization the base salary for this position will range from \$22.49 to \$28.55 per hour. Exact compensation may vary based on skills, experience, and location.

*Up with People is an Equal Opportunity Employer and is committed to promoting the growth of a diverse and inclusive culture.*