



# Special Events Coordinator

## Daniel Murphy Scholarship Fund

### Organization Description

The Daniel Murphy Scholarship Fund (DMSF) is Chicago's largest high school scholarship organization serving high potential students from limited resourced communities. DMSF provides financial and programmatic support to Scholars to attend and excel at top-tier high schools in the Chicago area and at boarding schools around the country.

### Job Description

Eager to make an impact in your community? Want to affect great change for future generations? Join the Daniel Murphy Scholarship Fund team as the Special Events Coordinator and be an integral member of the Daniel Murphy team helping raise more than \$5 million annually to support scholarships and programming for deserving high school students in Chicago.

### Position Summary

The Special Events Coordinator is responsible for executing and managing all of the organization's special events. This is an opportunity for an experienced special event professional to take their event planning and execution to the next level as part of the DMSF team working with staff and volunteers in support of DMSF's priorities. This position will collaborate across all department at DMSF and reports to the Manager of Annual Giving and Event Stewardship.

### Specifics of the Job

The central area of responsibility for the Special Events Coordinator is to serve as the lead on all planning and execution of DMSF's events. Duties include but are not limited to all event logistics, vendor relationship management, volunteer recruitment and management, venue research and selection, budget development, management, forecasting, and additional tasks related to specific events. Below is an outline of responsibilities:

- Manage 8-10 special events (revenue and non-revenue generating) for the organization which include the following: annual Murphy Scholar Award Ceremony, annual Golf Classic, annual Associate Board Soiree for Scholars Fundraiser, Murphy Scholar Summer Bridge Programming, Murphy Scholar Summer Picnic, Naples donor cultivation event, Fall fundraising event and other events that require planning and support
- Develop a comprehensive event plan that clearly articulates the purpose and value of each event
- Event Committee management and volunteer recruitment
- Budget development and tracking of expenses and revenue; seeking ways to off-set expenditures by acquiring in-kind donations
- Creation and management of work plans, schedules, and detailed timelines
- Development and coordination of program, audiovisual, and run of show for each event

- Management and ownership of registration and check-in process, including logistics and communication with any outside event/registration software (i.e. mobile bidding technology, auction software, registration software, etc.)
- Development of mutually beneficial relationships with vendors and in-kind donors
- Planning and coordination of all event day logistics, with consideration of event flow and sequencing, sight lines, food and beverage, lighting, music, guest comfort and safety, and all other event aspects contributing to the highest quality donor experience
- Prepare written post-event analysis and reporting of every event identifying ways to improve the overall event experience
- Work closely the manager of communications and marketing to create communications and marketing materials for each event (website, social, event invitations, sponsorship materials, digital outreach, event signage, etc...)

## Qualifications

DMSF seeks candidates who bring strong event planning, logistics management, communications, and leadership, and relationship management skills. This candidate is required to be thoughtful, innovative and flexible, and have the ability to identify opportunities proactively to execute events. Professional experiences and the skill set of top candidates include:

- A passion for the mission of DMSF
- Bachelor's degree required
- 3-5 years of event management and special event fundraising including relationship management
- Documented success in managing and implementing sophisticated large events
- Demonstrated success in organizing work, meeting strict deadlines, and setting priorities
- Self-motivation and discipline to regularly set and exceed work goals
- Excellent organizational, interpersonal, and networking skills with individuals and large groups
- Demonstrated analytical and strategic thinking capabilities, innovative and engaging
- Creative, professional, and entrepreneurial spirit
- Ability to maintain highly sensitive and confidential donor information
- Working knowledge of Microsoft Office Suite and comfortable working with event software and donor database systems (Blackbaud preferred)

DMSF is an organization that prioritizes workplace culture, collaboration, timely and thorough communication and effective project management.

Interested candidates should apply [here](#) or reach out to Jaclyn Groves, Manager of Annual Giving and Event Stewardship at [jaclyn@dmsf.org](mailto:jaclyn@dmsf.org).