



Position Description

Position Title:	Events Specialist	Direct Reports:	None
Department:	Philanthropy	Classification:	Exempt
Location:	Kent County	Position Status:	Full Time
Reports To:	VP of Philanthropy	Approved Date:	
		Revision Date:	

Position Summary:

The Events Specialist leads the planning, logistics, and execution of fundraising and donor stewardship events for Kids' Food Basket (KFB). Actively builds and nurtures relationships with event sponsors, donors, and community to deliver an exceptional experience adhering to the Kids' Food Basket brand. Attends third-party and community events on behalf of KFB.

Organizational Values:

Kids' Food Basket believes all children have a right to equitable, consistent access to the nutrition they need to grow.

Since its inception in 2002, Kids' Food Basket has grown from serving 125 students in Kent County to serving thousands of children daily across four counties (Kent, Ottawa, Allegan and Muskegon) with healthy nourishing meals through our flagship Sack Supper program and other community-driven meal provision programming.

In addition, over the past two decades, Kids' Food Basket has also increased healthy food access for our communities through the growth and distribution of sustainably grown produce on our two chemical-free farms. Nourishing healthier generations of children is at the core of Kids' Food Basket's mission and is what we strive for daily through our five commitments:

- **Nourish:** We feed our future by providing healthy, nutritious, ready-to-eat meals each weekday to children experiencing food insecurity.
- **Grow:** We increase healthy food access for our communities through the growth and distribution of sustainably grown vegetables and fruits on our chemical-free farms.
- **Learn:** We use our facilities and farms as classrooms to foster a deeper understanding of where food comes from and why it is important, empowering children to make lifelong healthy choices.
- **Engage:** We invite and include diverse perspectives to increase culturally responsive solutions and food equity in West Michigan.
- **Advocate:** We strive to increase our community's understanding of food access, why it is important and what we can do to ensure good food for generations.

Job Responsibilities:

1. Envision, plan, develop and execute event logistics for donor and stewardship events, including creating timelines, maps, parking, program agenda, vendor coordination, and application of licenses and permits.
2. Leads event theme planning by researching trends, décor, and other ideas.
3. Represents organization at third-party, community, and Kids' Food Basket events.

4. Works cross departmentally to create event materials.
5. Compiles guest lists and manages sponsors and RSVPs for donor events.
6. Coordinates auctions for events including procurement and pricing of items, managing software system tracking, coordinating with auction winners, and promotion of auction.
7. Coordinates, communicates, and schedules staff and volunteers for events.
8. Writes and sends pre-event emails to guests including event details, expectations, and dietary considerations.
9. Works directly with vendors, sponsors, and partners to plan, purchase, and prepare food and beverage for events.
10. Drafts event budgets including tracking expenses, researching cost saving measures, and reviewing/coding invoices.
11. Travels to regional locations as needed.
12. Other duties as assigned.

Supervision Received:

Specific Direction: Follows established work procedures. Receives periodic checks for performance. Refers unique questions/conditions to immediate supervisor.

Supervisory Responsibilities:

Informal leading: Project management of team members and interns working within department. Responsible for assigning and scheduling project-based work. Provides training and coaching.

Education & Experience:

1. Associate degree required. Bachelor's degree preferred.
2. Four (4) or more years of relevant experience.
3. Valid driver's license.

Other Knowledge, Skills & Abilities:

1. Proficient in Microsoft Office Suite.
2. Experience with CRM or donor database. Raiser's Edge preferred.
3. Experience with event digital platforms. Click Bid preferred.
4. Experience in event management and customer service.
5. Knowledge of development, events, community outreach, and stewardship.
6. Excellent written and verbal communication skills.
7. Comfortable speaking in front of groups.
8. Strong organizational skills, excellent attention to detail, and strong attention to follow through.
9. Ability to solve problems, analyze processes, and make suggestions for improvement.
10. Ability to manage multiple factors in decision making.
11. Ability to work on nights and weekends on a regular basis.
12. A sense of optimism and an assets-based way of viewing people and situations.
13. Ability to effectively interact with a diverse population from a variety of ethnic and socioeconomic backgrounds.
14. Have a desire to develop a basic understanding of hunger and poverty issues in West Michigan.

Physical Requirements:

Average Daily Physical Requirements	None	On Occasion	Less than 2 hours	2 to 5 hours	More than 5 hours
Work in stationary position				x	
Move about work area				x	

Use hands/fingers to handle or feel					X
Reach with hands and arms			X		
Ascend/Descend (stairs/ladder/etc.)		X			
Bend, stoop, kneel, crouch, or crawl		X			
Communicate with various parties					X
Detect flavors or smells	X				
Ability to push, pull, and lift up to 30 pounds			X		
Visual acuity					X
Read and understand written word					X
Drive/Travel			X		
Operate computer and general office machines					X
Operate Machines:	X				
Other:					

Environmental Conditions:

Average Daily Environmental Conditions	None	On Occasion	Less than 2 hours	2 to 5 hours	More than 5 hours
Normal office environment: No exposure to extreme heat, cold, noise or chemicals or hazardous equipment.					X
Warehouse environment: Exposure to dust, warehouse equipment, varied temperatures, and noise.		X			
Farm: Regular and continuous exposure to outside elements such as weather, animals, insects, etc.		X			
Travel: Limited exposure to outside elements.			X		
Other:					

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.

Employee Signature: _____ Date: _____