



# Events Coordinator

## ABOUT BO'S PLACE

Bo's Place is a non-profit bereavement center offering free of charge grief support groups in English and Spanish for children, families, and adults in greater Houston and surrounding areas and providing education and resources for those who assist people in grief. Through our Information & Referral Line, in-person and online support groups, school-based groups, education and training programs, and outreach initiatives, Bo's Place supports the bereaved and equips others to better support them as well.

## JOB SUMMARY

The Events Coordinator is responsible for planning, organizing, and executing all fundraising, volunteer, and community events for Bo's Place. This position manages the full lifecycle of events, including logistics, timelines, vendor coordination, volunteer coordination, and on-site execution. The Events Coordinator ensures that all events are well-organized, mission-aligned, and provide meaningful opportunities for community members, donors, volunteers, and partners to engage with Bo's Place. This role allows the Development Director to focus on cultivating donor relationships, sponsorships, and overall fundraising strategy while the Events Coordinator leads event planning and implementation. This position also provides administrative support for the development department including gift entry and acknowledgements.

## KEY DUTIES AND RESPONSIBILITIES

### Event Planning and Management

- Lead the planning and execution of all Bo's Place fundraising, volunteer, and community events.
- Develop event timelines, project plans, and detailed task lists to ensure successful execution.
- Coordinate event logistics including venue coordination, catering, rentals, audiovisual needs, permits, and event setup.
- Manage event budgets and track expenses.
- Coordinate registration systems and attendee management.
- Manage event committees, including scheduling meetings, creating agendas, and implementing committee's vision.
- Manage live and silent auctions, raffles, and games at events including solicitation, acknowledgment of, marketing of event day elements, and ensure fulfillment to the winner(s).
- Ensure events reflect the mission and brand of Bo's Place.



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## Fundraising Event Support

- Work closely with the Development Director to implement fundraising events that support revenue goals.
- Assist with sponsorship logistics including sponsor recognition, signage, and benefits fulfillment.
- Seek and secure sponsorships, underwriters, donations, in-kind goods and services, and other event-related gifts
- Coordinate donor and VIP guest logistics.
- Ensure all event components support fundraising outcomes and donor engagement.

## Vendor and Partner Management

- Identify, secure, and manage event vendors including caterers, venues, rental companies, and service providers.
- Negotiate contracts and ensure vendor deliverables are met.
- Maintain strong relationships with event partners and vendors.

## Volunteer Coordination for Events

- Recruit and coordinate volunteers for event setup, check-in, logistics, breakdown.
- Work closely with the Volunteer and Community Outreach Manager to ensure volunteers are properly scheduled and trained for events.
- Provide on-site leadership to volunteers during events.

## Event Marketing and Communication

- Collaborate with the development and communications team to promote events and increase attendance.
- Assist with event communications, invitations, and follow-up messaging.
- Ensure event materials align with organizational branding.

## On-Site Event Management

- Oversee all event logistics on-site.
- Coordinate staff, volunteers, vendors, and event activities.
- Troubleshoot and manage any issues during events.

## Reporting and Evaluation

- Track event attendance, engagement, and outcomes.
- Assist in evaluating event success and identifying opportunities for improvement.
- Provide post-event summaries and documentation.



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## Administrative

- Ensure that all gifts are correctly recorded in donor database and acknowledged in a timely manner
- Ensure tax receipts are sent to recurring donors at calendar year-end.
- Maintain donor database and files.
- Ensure all donations requiring online verification or matching gift paperwork are completed in a timely manner, tracked, and acknowledged.
- Run reports and pull mailing lists in donor database for departmental and event purposes.
- Create online donation and registration forms in donor database.

## EDUCATION & EXPERIENCE

- Bachelor's degree preferred in event management, nonprofit management, communications, hospitality, or related field.
- 2–4 years of experience in event planning or nonprofit fundraising events preferred.
- Strong project management and organizational skills.
- Ability to manage multiple deadlines and complex logistics.
- Excellent communication and relationship-building skills.
- Experience coordinating volunteers and vendors.
- Proficiency in Microsoft Office and event management platforms preferred.

## KEY COMPETENCIES

- Event planning and logistics management
- Project coordination and timeline management
- Vendor and relationship management
- Organization and attention to detail
- Problem-solving and adaptability

## GENERAL INFORMATION

Work Schedule: Monday – Thursday 8:30 a.m. – 5:30 p.m. and Friday 8:30 a.m. – 4:30 p.m. Some evening and weekend hours required for special event support. As an exempt employee, one can reasonably expect to work more than the core hours stated.

Department: Development

FSLA Status: Exempt

Job Status: Full-time

Reports to: Development Director

**TO APPLY:** Please email resume to [info@bosplace.org](mailto:info@bosplace.org)



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