Role Description: Events Coordinator

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<th>Job Title</th>
<th>Events Coordinator</th>
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<tr>
<td>Permanent/Temporary</td>
<td>Contract Role</td>
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<tr>
<td>Full Time/ Part Time</td>
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<td>Location</td>
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<tr>
<td>Travel Requirements</td>
<td>Infrequent travel for major events required</td>
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Family Policy Alliance considers every position or contract role one of ministry and a valued part of our team. Therefore, it is essential that all team members have a personal relationship with Jesus Christ and fully subscribe to our Statement of Faith, Foundational Beliefs, Vision, Mission, Strategy, Shared Values and be able to demonstrate their sense of calling and desire to work in a ministry that engages in the American system of government to affect the outcome of public policy, legislation, elections and culture for Christian values and families.

DESCRIPTION

The Events Coordinator is responsible for organizing and executing a variety of events to further the mission and vision of Family Policy Alliance and Family Policy Foundation, including the ministries’ flagship events (Statesmen Academy and Family Policy Council Conference) as well as large and small fundraising and program-oriented events. He or she researches and secures venues, selects menus, creates agendas, compiles materials and supplies, drafts event documents and evaluations, and coordinates travel, speakers and vendors. The Events Coordinator creates and manages event budgets in collaboration with the event director and/or other budget managers. He or she monitors tasks and timeframes, communicates with internal and external stakeholders, and ensures the event director is well-equipped to deliver on event goals.

RESPONSIBILITIES

- Manage all aspects of event planning, including budgets, agendas, transportation, venues, menus, materials and supplies, documents and evaluations.
- Manage relationships with venues, hotels, caterers and other vendors. Manage relationships with speakers and other VIPs, as requested.
- Manage event timelines, itineraries, RSVPs and travel accommodations, utilizing ministry CRM system (Luminate) to to pull lists and manage event details.
- Communicate event details and decisions to stakeholders including staff, speakers, attendees, VIPs and vendors.
- Work with team to manage online registration process, produce or coordinate production of event marketing materials, and send or coordinate sending of invitations and appropriate follow-ups, including by phone, email and mail.
- Create and manage event budgets ranging from $500 – $300K, at this phase of event production, including coordinating invoices and payments with budget managers and Finance department.
- Travel domestically in support of 2-5 major events per year, including pre-event trips as necessary.
- Perform other duties that help serve the team but may not be within the Events Coordinator job description.

SKILLS/QUALIFICATIONS

- Have a mature personal faith, including private devotional life, consistent approach to a deepening personal relationship with Christ, and adhere to the ministry’s statement of faith. This includes embracing individuals representing diverse communities within the Christian faith.
- Demonstrated desire to work in a ministry which engages in the American system of government to affect the outcome of public policy, legislation, elections and culture for Christian values and families.
- Effectively build a culture of trust with other team members ensuring conflicts are resolved effectively and relationships solidified by candidly, yet respectfully, discussing problems and realistic solutions that encourage an “us against the problem” perspective.
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- Effectively work in a collaborative, team-centered environment.
- Exhibit effectiveness working with those holding non-Christian faith beliefs or secular beliefs and upholding the second greatest commandment “Thou shall love thy neighbor as thyself.”
- Excellent organization and time management skills.
- Exels in multi-tasking and attention to detail.
- Excellent communication and relationship-building skills.
- Self-motivated and enthusiastic; possesses a “can-do” attitude.
- Anticipatory and proactive style; able to anticipate and execute tasks before others know they are needed.
- Exels under pressure; able to remain effective and pleasant in demanding situations while maintaining a “customer-first” attitude.
- Proficient in the use of Microsoft applications including Word, Excel and PowerPoint; on-line video meeting software including Zoom and GoToMeeting; and constituent relationship management (CRM) database. Salesforce.com experience is a plus.
- Undergraduate degree in a pertinent field of study such as event planning, business or communications desired.
- Proven experience in event and/or project management and execution (3 or more years preferred), including events in locations other than where the ministry and/or the Events Coordinator is based.

**WORKING ENVIRONMENT/TRAVEL REQUIREMENTS**

- May require flexible working hours to include weekends and evenings during events.
- A “self-starter” who is comfortable working remotely and primarily from home.
- Prepared to travel to manage or plan major events on-site 3-5 times per year.

Family Policy Alliance is a non-profit, 501(c)4 religious organization. Together with our 501(c)3 organization, Family Policy Foundation, both are dedicated to a nation where God is honored, religious freedom flourishes, families thrive and life is cherished.

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