

POSITION DESCRIPTION

JOB TITLE:	Meeting & Events Coordinator	STATUS:	Non-Exempt
REPORTS TO:	Facilities & Events Manager	HOURS:	Full Time
DATE:	June 2021	DEPT:	Facilities

CFT's Vision

To build thriving communities for all

CFT's Mission

CFT stimulates creative solutions to key challenges in our community. We thoughtfully and effectively support our diverse donors and grantees by providing exemplary service and by demonstrating accountability. We improve lives through an unwavering commitment to lasting impact.

CFT's Values

Enhancing the experience and impact of giving through:

1. Exemplary service;
2. Wise stewardship of resources; and as a
3. Trusted partner for community knowledge and collaboration.

[Communities Foundation of Texas'](#) main focus is to enhance the experience and impact of giving for individuals, families, companies, foundations and nonprofits by offering charitable tools like donor-advised funds, scholarships, [North Texas Giving Day](#) and more. CFT's strategic plan includes 1) growing giving in our region, 2) catalyzing change in critically important areas such as education, medical and scientific research, and public safety and 3) strengthening the local philanthropic sector of donors and nonprofits. CFT programs include [Educate Texas](#), [Working Families Success Network](#), the W. W. Caruth, Jr. Fund and other key initiatives. Since 1953, CFT has granted more than \$1.8 billion to support nonprofits in our region, across the nation and the world. Learn more at www.CFTexas.org and through this [recent overview video](#).

Summary

The Meeting & Events Coordinator will report to the CFT Facilities & Events Manager to plan, organize, and execute all aspects of meetings and events ranging from small group luncheons to large-scale events with hundreds of attendees. CFT hosts approximately 400 meetings and events annually for both internal and external groups. Working in tandem, the Meeting & Events Coordinator and the Facilities & Events Manager will execute all meetings and events for the foundation and our partners with the highest level of customer service in mind. The Meeting and Events Coordinator will collaborate with internal staff and departments across the organization as well as external partners and organizations for planning and coordinating details related to executing meetings and events. This position requires event planning and management experience, a positive attitude, ability to work independently, clear understanding of the fundamentals of customer service and a high degree of poise.

Key Responsibilities

- Develop an understanding of CFT and its respective constituents to appropriately prioritize events and facilities support.

Project Management & Administration:

- Maintain an accurate and up-to-date calendar of meetings and events and communicate logistical information internally and externally as appropriate; including weekly events calendar to the facilities team, monthly setup schedule to utility vendor for supporting staff, monthly event schedule to landscape and maintenance crews, and tenants along with others, as necessary.
- Develop understanding of budgets, funding, and coding; Secure cost estimates against plans; Manage event expenses.
- Assist with preparation and obtaining meeting/convening materials.
- Develop a conscious catering platform for event related vendors.

Events Management:

- Participate in meeting/convening kick off meetings and post event debrief sessions.
- Secure meeting/convening room space both internally at CFT Headquarters and occasionally externally for convenings held off-site and oversee room set-up.
- Lead contract negotiations for offsite event space needs.
- Act as point of contact for internal and external partners regarding event details.
- Secure food and beverages required for meetings/convenings.
- Secure/coordinate AV and technology setup and support, in conjunction with IT.
- Provide any needed day-of event oversight and support (including registration, vendor management, load-in/load-out, etc.).
- Develop and manage a process for both internal and external customer feedback and reporting for metrics purposes.
- Plan and execute all events within CFT event standards and protocols.

Facilities Management:

- Manage the implementation and execution of the Facilities Team Asana boards.
- Maintain current, accurate database and build relationships with event vendors both locally and across the state, such as caterers, audio-visual providers, florists, event planners, music, security firms, valet, etc.
- Manage CFT event supplies (tablecloths, step and repeat banners, pop-up banners, etc.).
- Coordinate and arrange for dry cleaning as needed for organization-owned tablecloths, napkins, etc.
- Provide assistance with other building-related work as requested including holiday decorating, vendor supervision and special projects.
- Other duties as assigned.

Qualifications

- Bachelor's degree, preferred.
- Proficiency in using the complete Microsoft Office suite required.
- Certification as meeting planner preferred.
- Two to four years of professional experience in planning and implementing events or similar career experience working with scheduling and managing meeting and/or similar functions.
- Two to four years of project management experience.
- Experience working with volunteer advisory boards and with nonprofit agencies is preferred.
- Experience using Blackbaud software suite is a plus.
- Graphic design knowledge and experience is a plus.
- Working knowledge of the Asana or similar project management system is a plus.

Skills & Requirements

- Customer oriented, anticipating and responding proactively to the needs and concerns of others.
- Ability to be flexible, adaptable, and work collaboratively under deadline pressure.
- Maintain professionalism during stressful situations and able to continue to provide a high-level of customer service in a calm manner.
- Establish and maintain effective working relationships at all levels of the organization, as well as with external vendors, partners, and suppliers.
- Self-motivated, able to take initiative, and work independently with minimal direction.
- Ability to provide creative and thoughtful problem solving solutions.
- Organizes and prioritizes work, using time and resources wisely with a high degree of attention to detail.
- Excellent written and oral communication skills.
- Able and willing to work flexible and additional hours as needed; work hours may require some evenings, early mornings and/or holidays.
- This position will be located in Dallas (primarily on-site) with travel as necessary.
- While performing the functions of this job, the employee is occasionally required to lift, carry (up to 50 pounds), stoop, bend, climb, crawl, push, pull or perform other physical activities.
- Walk and/or stand for long periods of time.
- Valid state issued driver's license.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

Accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Send your cover letter, resume and salary requirements to: careers@cftexas.org