



## Development Events Coordinator

**POSITION TITLE: Development Events Coordinator**

**DEPARTMENT: Development (Full Time Position)**

**REPORTS TO: Station Manager**

### **JOB OBJECTIVE:**

The Development Events Coordinator supports the WCTE PBS Development Department and the organization by coordinating, planning, and executing fundraising, stewardship, and other related events in order to increase revenue.

### Responsibilities

- Understand requirements for each event
- Plan event with attention to financial and time constraints
- Create and manage event budgets
- Establish and maintain relationships with vendors, sponsors, donors, and volunteers
- Recruit and manage volunteers
- Sell tickets and/or secure donated auction items
- Secure sponsorships
- Manage event marketing
- Manage all event operations
- Do final checks at the day of the event (e.g. tables, technology) to ensure everything meets standards
- Oversee event happenings and act quickly to resolve problems
- Evaluate event success

### Required Skills

- Ability to manage multiple events and projects simultaneously
- Well-organized with excellent multi-tasking abilities
- Strong communication, interpersonal, and negotiation skills
- Ability to work successfully in team and individual environments
- Self-motivated and the ability to meet deadlines
- Ability to raise money, sell tickets, and secure sponsorships

**TO APPLY:**

Send resume, cover letter, salary requirements, and three professional references to:

**Email:** [dmatson@wcte.org](mailto:dmatson@wcte.org)

Human Resources

WCTE Central TN PBS

**Mail:**

PO Box 2040

Cookeville, TN 38502

-

NO PHONE CALLS PLEASE

Please visit [www.wcte.org](http://www.wcte.org) for more information

**WCTE Central TN PBS is an Equal Opportunity Employer**