



Event Planner 2020

Reports to: Executive Director (ED)

Position Overview: This seasoned professional is responsible for planning ChaTech's two 2021 fundraisers and scheduling/coordinating other programs and events. This is a part-time job with a flexible schedule. We're working remotely during COVID but hope our team can return to the office in 2021. Some remote work will still be possible, if desired.

Responsibilities:

- Coordinate planning of all aspects of ChaTech's fundraising events including the Chattanooga Technology Excellence Awards (TechX), Top Golf, and 1-2 other events, TBD. This includes:
 - Evaluating event spaces and online platforms
 - Arranging catering or alternatives
 - Coordinating with video production provider, where used
 - Managing schedule for marketing and promotion
 - Setting up event in ChaTech's CRM for ticketing and RSVPs
 - Working with the Fundraising Events Committee to involve volunteers
 - Manage post-event communications
 - Coordinate with Sponsors to assure benefits are delivered
 - Overseeing the TechX nominations, judging, and awards processes
- Work with ED on securing key sponsors for the programs and events
 - Work with ED and marketing staff to develop sponsorship prospectus for ChaTech, DevOps, SCS, Code Camp and any other fundraisers
 - Solicit potential sponsors as appropriate
- Manage event RSVPs through CRM or ticketing platform
- Manage volunteers, sponsors, vendors, venues, food providers, associated with ChaTech events, programs, and meetings
- Provide leadership for these committees: Fundraising Events, Programs, and ChaTech Women
- In coordination with their specific committees, support planning for the Scenic City Summit (annual developers conference), the DevOps Day Conference, and other professional education programs offered by ChaTech
- Coordinate planning of all aspects of assigned meetings, programs, and events within budget
- Assist marketing staff with creating and managing marketing materials
- Draft event-related content for website, newsletters, social media, and other marketing campaigns

(more)

- Work with ChaTech staff to shape branding, market presence, and promotional materials related to fundraisers and other events
- Coordinate all event and program-related communication with volunteers, sponsors, members, and the community

Coordination with Other Staff

- Track member information, attendance, and other details in CRM (MemberZone).
- Assist planning of the ChaTech Scholars program, including outreach to schools, implementing a reviewer platform, and the awards celebration program
- Build and maintain relationships with other tech councils, collaborating to benefit all
- Participate in recruiting and retaining ChaTech members
- Attend Board Meetings (TBD)

And other duties as assigned

Qualifications & Critical Success Factors:

- Successful candidates must feel comfortable in an environment where information technology and innovation are the focus of programs and discussions.
- Experience planning complex fundraising events
- Experience in philanthropy or sales, specifically skills related to asking for support or sponsorship
- Demonstrated ability to work both independently and collaboratively (with committees and teams).
- Ability to work effectively with a broad spectrum of personalities, working styles and demographics while maintaining a positive demeanor.
- Excellent computer and online software skills with MS Office 365 Suite and some kind of CRM software.
- Strong organizational and analytical skills; exceptional attention to detail.
- Ability to maintain confidentiality in communications with staff, donors, and volunteers.
- Demonstrated ability to identify, prioritize, and complete tasks with oversight or support as needed.
- Ability to manage part-time schedule to meet event goals and deadlines.
- Strong customer service skills, a positive attitude, and openness to new ideas
- Minimum 3 years' experience in nonprofit fundraising and event planning,

This is a part-time position with 15 days of Paid Time Off (vacation/sick), 10 paid holidays and paid parking. Paid days off are prorated to the part-time schedule.

Send a cover letter and resume to ChaTechResume@gmail.com describing your specific experience with event planning and fundraising. Include details about the nature of the events and amount raised. List any event-planning software that you have mastered.

The Chattanooga Technology Council (ChaTech) is a nonprofit membership organization for technology-related and tech-enabled companies. Our mission is to connect the technology community to drive economic growth across the region. We offer education and networking programs, invest in the region's technology talent pipeline, and promote Chattanooga as a top technology hub. More information is available at chatechcouncil.org.