



Keeping families close™

Ronald McDonald House Charities® of Idaho, Inc. Position Description

For over 37 years, Ronald McDonald House Charities® of Idaho Inc. (RMHC of Idaho) has been an Idaho nonprofit established to keep families together and promote the health and well-being of children. RMHC of Idaho is committed to an inclusive and respectful culture. Our culture is led by our core values of communication, teamwork, executing for results, and compassionate care for those we serve, and those we work with and inspire. Each member of our team demonstrates these core values and is focused on our mission and the families we serve. Come be a part of our dedicated team!

Title: Special Events Coordinator

Reports to: Development Director

Overview: Our Special Events Coordinator is a full-time, exempt, salaried position. The Special Events Coordinator is responsible for event logistics including establishing timelines and meeting deadlines, as well as creating schedules, vendor coordination, event setup and day-of/staff coordination. This person will assist the Development team with producing top-quality fundraising and community events, with attention to detail, effective time management, and a team-focused effort in reaching our overall fundraising goals.

Primary Duties and Responsibilities:

Special Events

- Collaborate with the Development Director to establish event concepts, annual goals, and strategies for the organization's signature events.
- Serve as the lead staff member for coordinating 5-7 large-scale signature events annually, overseeing all event logistics including:
 - Vendor coordination, contracts, permits, and services
 - Expense and revenue tracking
 - Committee and volunteer management
 - Auction item procurement and management
 - Database and registration platform needs
 - Online tools, timelines, and task trackers
- Work with the Marketing team to plan and implement all event collateral, website updates, promotional materials, and audiovisual needs.
- Ensure a seamless registration process including ticketing, invitations, guest list management, and efficient check-in/check-out procedures.

- Manage all on and off-site logistics including staffing, equipment needs, setup/breakdown, and organization of all materials.
- Plan and execute post-event activities such as acknowledgments, evaluations, and wrap-up reports. Establish success benchmarks for each event, evaluate outcomes, and incorporate improvements into future planning.
- Provide support for staff and committees in Eastern Idaho and Magic Valley with events in their communities.
- Oversee third-party fundraisers to ensure adherence to organizational guidelines and fulfillment of benefits.
- Travel as needed to provide on-site support and management for regional events.

Event Finances

- Negotiate and develop vendor contracts (caterers, venues, florists, parking, photography, etc.).
- In partnership with the Development Director, develop, manage, and monitor event budgets to ensure all costs remain within approved limits.
- Review and reconcile event budgets monthly with the supervisor.

Donor Engagement

- Maintain familiarity with the RMHC donor database; collaborate with the Development Associate to ensure accurate data entry and activity tracking.
- Support general development and program operations as needed.

Position Requirements

- **Education & Experience:**
 - High school diploma required; bachelor's degree preferred.
 - 2-3 years of event management experience required, preferably in a non-profit setting.
 - Proven success in fundraising, event planning, and auction management.
 - Experience working with volunteers and community committees.
- **Skills & Attributes:**
 - Strong organizational and problem-solving skills.
 - Ability to adapt to changing priorities and work collaboratively in a team environment.
 - Excellent presentation and public speaking skills.
 - Professional demeanor, attention to detail, and a commitment to confidentiality when handling sensitive information.

- A positive attitude and customer service mindset — brings a smile to work.

Environmental Factors/Physical Demands:

Work is performed in an office environment and in the community. While performing the duties of this job, the employee is regularly required to have the ability to maintain active donor and employee communications; access, input and retrieve information from the computer system; and enter alpha-numeric data into a computerized system. May be subject to repetitive motion such as typing, data entry and vision to monitor. Will be subject to bending, reaching, kneeling, stooping and lifting up to twenty-five (25) pounds.

Salary and Benefits:

Salary is commensurate with experience. RMHC Idaho promotes health and well-being and offers a benefits package that includes:

- PTO and extended illness benefits
- Medical, dental, and vision insurance
- SIMPLE IRA Retirement plan

Required Application Material:

Please submit a cover letter indicating your interest, salary requirement, and qualifications for the position, and attach a resume that includes employment history to careers@rmhcidaho.org

RMHC Idaho is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, religion, color, national origin, gender, gender identity or expression, sexual orientation, age, disability, or veteran status. **Employment is contingent upon successful completion of a drug screening and background, where applicable.**