

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

SPECIAL EVENTS COORDINATOR - FOUNDATION

FLSA STATUS: EXEMPT – PAY GRADE: 18-P

JOB FAMILY: MARKETING/PUBLIC RELATIONS JOB FUNCTION: COMMUNICATIONS

GENERAL STATEMENT OF JOB

The Special Events Coordinator – Foundation develops, plans, and executes Foundation and College-wide events and initiatives designed to engage donors, alumni, retirees, and community partners while strengthening the visibility and mission of the College. The role independently manages the full lifecycle of assigned events including budgeting, vendor selection, promotion, execution, and evaluation and exercises authority to make logistical and contractual decisions within approved financial parameters. The Special Events Coordinator collaborates broadly across departments and with external partners to deliver high-quality, strategically aligned events that support fundraising, donor relations, and institutional advancement.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Leads the strategic planning and execution of annual and signature events in support of the Foundation awareness and engagement efforts. Establishes event goals and performance metrics, identifies funding needs and promotional strategies, and defines procedures to ensure successful execution and long-term impact.

Builds and manages strategic relationships with internal departments and external partners to support the successful delivery of Foundation events and initiatives. Actively champions the one college model by working collaboratively with Student Services, Institutional Advancement, Marketing and Communications, Student Recruitment, and other College departments to ensure alignment and maximize engagement.

Evaluates and recommends site selection, catering, facility arrangements, and event setup logistics, assessing options for quality, functionality, and cost to ensure successful execution.

Interfaces with vendors to arrange provisions of food, beverages, decorations, musicians, serving staff, speakers, and/or professional photographers. Manages purchases and vendor agreements within approved budget limits, exercising judgment to ensure cost-effectiveness and quality. Collaborates with Foundation leadership on major or strategic commitments to ensure alignment with organizational goals and donor engagement strategies

Develops and manages event budgets, including vendor negotiations, cost tracking, and financial reporting. Ensures all events are planned and executed within approved limits and in alignment with Foundation priorities.

Prepares event details and works with Marketing and Communications to create and promote materials such as invitations and flyers. Serves as the primary liaison with Marketing and Communications and ensures messaging and outreach align with strategic goals and enhance visibility.

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Oversees event communications and engagement processes, including social media calendars, email newsletters, RSVP management, and integration of attendee data in the donor management database and prepares event-related reports.

Collaborates with key College committees and advisory boards to ensure alumni participation. Provides guidance and oversight for volunteer committees and taskforces. Serves as liaison to the College Retirees Association and Alumni Relations, supporting events and engagement efforts and strengthens connections between the College and its graduates through events and communications.

Directs the on-site execution of Foundation events, coordinating staff, volunteers, and vendors. Oversees setup, troubleshooting, and real-time adjustments to ensure smooth operations and guest satisfaction.

Develops new event strategies, engagement approaches, and logistical processes to support the Foundation's evolving goals.

Performs duties supporting the encouragement of potential donors to contribute financial resources for students in need.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff and/or volunteers.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution and five (5) years of related experience.

PREFERRED QUALIFICATIONS

Bachelor's degree from a regionally accredited institution in public relations, marketing, communications or business, and five (5) years of special events experience in a nonprofit office setting.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 1/4/24

Revised: 10/8/25