



Position Description Special Events Coordinator

Position Title: Special Events Coordinator
Classification: Exempt
Reports to: Chief Development Officer
Location: Marriott Scout Service Center

Department: Development
Position Type: Full-Time

Position Summary

The Special Events Coordinator is responsible for coordinating the National Capital Area Council's (NCAC) portfolio of special events to promote and advance the organization's mission by delivering high-quality fundraising events and business meetings. This role is in charge of managing event logistics, coordinating vendors and volunteers, and ensuring a polished experience for participants. The goals are to create meaningful engagement moments that attract sponsorship revenue, cultivate relationships, strengthen board and member relations, and increase organizational visibility among stakeholders across the greater Washington DC region.

Primary Responsibilities

Event Planning & Execution

- Coordinate events such as fundraising galas, donor receptions, cultivation meetings
- Assist in the planning and execution of NCAC business meetings including board meetings and annual meetings
- Develop detailed event plans, timelines, and task lists from concept, day-of coordination, and through post-event wrap up
- Help support volunteer structure of event support through committees by facilitating regular meetings, creating agendas, monitoring progress, and generally serving as point of contact for committee members

Budget and Vendor Management

- Assist with event budgeting, expense tracking, and reconciliation in collaboration with development team leadership.
- Research, secure, and manage vendors (viz. venues, caterers, AV, rentals, entertainment if applicable, photographers).

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- Negotiate vendor agreements and ensure compliance with approved budgets, contracts, insurance, and permits.

Organizational Collaboration

- Support development team and organizational fundraising goals by coordinating ticketing, sponsorship fulfillment, donor recognition, and giving opportunities at events.
- Work closely with the development team to ensure accurate guest lists, well-researched donor data, and timely acknowledgments.
- Collaborate with marketing and communications staff on invitations, event webpages, email campaigns, signage, and follow-up messaging.
- Manage event registration platforms using approved organizational tools and resources and attendee communications

Evaluation and Reporting

- Track and report key event metrics such as attendance, revenue, expenses, and engagement scores.
- Conduct post-event evaluations and recommend improvements for future events.

Qualifications

- At least 3+ years of proven experience in non-profit and/or corporate event management and coordination (required)
- Must be exceptionally detail oriented in executing high-end fundraising events and willing to report up on progress in all event aspects.
- Strong relationship-building and communication skills.
- Ability to manage multiple projects at the same time and meet tight deadlines.
- Familiarity with CRM databases, particularly Blackbaud as well as proprietary data products
- Commitment to the mission and values of Scouting America.

Working Conditions

This position operates in a professional office setting and uses standard office equipment including computers, phones, and other standard office equipment. Work hours are 8:30am to 5:00pm Monday through Friday. Occasional evening and weekend work may be required, along with limited travel.



Must be able to walk, sit, stand, use hands for handling objects, reach with arms, climb stairs, balance, stoop, kneel, crouch, crawl, and communicate effectively. As required lift or move up to 35 pounds. Visual requirements include close, distance, color, peripheral vision, depth perception, and the ability to adjust focus.

Other Duties

This job description may be updated or modified at any time. Additional duties and responsibilities may change at any time with or without notice.