

## Mercy Education Project Position Description

**Title: Development and Events Coordinator**

**Position Type: Full-Time (Hourly)**

**Job Description:** Mercy Education Project provides educational services to girls and women from low-income families primarily in southwest Detroit. The Development and Events Coordinator position, under the supervision of the Director of Development and Marketing is responsible to coordinate all MEP fundraising and donor related events and is the lead on all social media initiatives. This individual is part of a team and they will assist with all development and marketing department work as assigned. The position works 40 hours per week primarily Monday through Friday, but some weekend and evening hours will be required.

### Principal Responsibilities:

#### A. Events

- Manage all logistics of MEP fundraising/donor appreciation events from start to finish. This will include, but is not limited to:
  - researching venues
  - negotiating and booking event spaces
  - selecting/arranging food and beverages
  - oversee coordination of raffle items, including preparation and mailing of donation requests, working with volunteer committee to prepare raffle collateral, packages, and processes for the event
  - ordering supplies and audiovisual equipment
  - ordering event signs and ensuring appropriate décor
  - managing sponsorship details, program book ads, event invitation design, printing and distribution
  - maintaining guest lists,
  - preparing registration materials, gift bags, seating cards, etc.
  - creating and revising room layouts and maintaining seating plan design
  - overseeing all preparations, events execution and clean up

#### B. Marketing

- In coordination with program and development staff, plan and implement daily, weekly and monthly social media communications on several platforms in order to increase donor, volunteer, employee, student and student family engagement with MEP and to build community awareness of MEP's work
- Develop and transmit engaging, bi-monthly e-newsletters
- Manage all MEP digital mailing lists
- Maintain and regularly update all website pages, including developing all event and fundraising campaign donation pages and working with program staff and administration to keep all page content fresh, relevant and up to date
- Work with the Director of Development and Marketing on the design and development of the annual report, and annual and other campaign materials
- Prepare media materials for distribution (i.e. copying, filing, mailing, e-mailing)
- Assemble media and donor kits for events and meetings
- Other marketing duties as assigned

#### C. Donor Relations/Administration

- Coordinate production and mailing of annual/special appeals and campaign communications
- Work with Director of Development and Marketing on donor stewardship activities as needed
- Schedule and prepare for all *MEP Come & See* gatherings (i.e. schedule staff to attend, develop and transmit promotional materials, manage registrations, assist with set-up and manage post-event data input)
- Design and implement biannual *Thank-a-thon* campaign
- Recruit and manage a Young Professionals Development Subcommittee
- Provide support to the Board Development Committee by attending meetings, taking minutes, etc.

**Required Qualifications:**

1. Bachelor's degree plus at least two years of successful event management experience.
2. Demonstrated experience effectively managing social media.
3. Demonstrated track record of building strong, positive working relationships with a diverse set of stakeholders and colleagues.
4. Demonstrated strong and effective written and oral communication skills.
5. Demonstrated experience effectively using Microsoft Office Suite programs.
6. Experience using Raiser's Edge; Constant Contact or similar e-newsletter template.
7. Demonstrated excellent time management and organizational skills with the ability to effectively manage multiple tasks/projects.
8. Demonstrated strong attention to detail and very well-organized.
9. Demonstrated success working in a collaborative, team-oriented setting.
10. Commitment to the organization's mission and values.

Benefits include medical, vision, and dental insurance, 403b retirement plan contributions, and paid time off.

To apply, send a cover letter and resume, which demonstrate the candidate meets or exceeds all required qualifications listed on the full position description to [mep@mercyed.net](mailto:mep@mercyed.net). This position will remain open until filled.

**Mercy Education Project is an equal opportunity employer.  
1450 Howard Street, Detroit, Michigan 48216**