



ACLU of Michigan Special Events Coordinator (Part Time)

If you are passionate about protecting the rights of ALL people, there has never been a more exciting time to pursue a career at the ACLU, the nation's foremost defender of civil liberties and civil rights. As we look toward our 100th anniversary in 2020, we are taking our organization to the next level by expanding our fundraising operation, bolstering infrastructure, amplifying public engagement, strengthening our legal firepower, and building the powerful integrated advocacy tools necessary to continue to fight new threats to freedom head-on—and win.

The ACLU of Michigan, founded in 1958 as the Michigan affiliate of the American Civil Liberties Union, is a strong, growing organization looking for event planning talent to join our Development team.

COMMITMENT TO EQUITY AND INCLUSION

The ACLU of Michigan is an equal opportunity employer and takes a personal approach to diversity, equity and inclusion that values the individual and respects differences. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, sexual orientation, gender identity or express, age, national origin, marital status, disability, veteran status, and record of arrest or conviction.

POSITION DESCRIPTION

Reporting to the Director of Philanthropy, the Special Events Coordinator has primary responsibility for planning and execution of two major donor cultivation, stewardship and brand-raising events per year in addition to handling logistics for five-seven small donor cultivation and stewardship events around the state of Michigan.

The Special Events Coordinator works closely with the Development and Communications departments, vendors, and special volunteers.

The ideal candidate for this part-time position (approximately 21 hours/week) is an adept project manager used to working within and across multi-disciplinary teams. They love storytelling, helping donors achieve their passions through investment in the mission and understand the strategic use of events to take relationships to the next level.

PRIMARY RESPONSIBILITIES

Event Planning & Project Management:

Annual Dinner (approx. 700 attendees, Southeast Michigan):

- Plan, implement, and evaluate all aspects of the annual dinner in conjunction with a cross-departmental team.

Annual Luncheon (approx.. 450 attendees, Grand Rapids):

- In addition to duties listed above, cultivate, support, and grow a group of table captains who assist in audience building.

Stewardship Events (approx.. 20-30 people, in various locations throughout Michigan, including northern Michigan):

- Manage logistics for 5 regional stewardship events around the state.

Special Cultivation Events (approx.. 20-30 people, in various locations throughout Michigan, including northern Michigan):

- Along with other staff, plan and execute special cultivation events as needed.

Administration:

- Ensure accurate reporting, recording and coordination of all data, interactions, thank you's, acknowledgements, tax letters and other materials related to special events are carried out and recorded timely in the organization CRM system.

REQUIRED QUALIFICATIONS:

- Three or more years of event planning experience;
- The ability to keep many plates spinning simultaneously and to lead large projects with many moving parts;
- Solid written and verbal communications;

PERSONAL CHARACTERISTICS:

- Enjoys collaboration across teams and departments;
- Maintains a cool head and customer service mindset in stressful situations;
- Organized and detail-oriented;
- A proactive mindset and ability to own your work and meet deadlines;
- Commitment to social justice;
- Experience working with diverse communities.

SUPERVISION:

The Special Events Coordinator reports to the Director of Philanthropy.

COMPENSATION AND BENEFITS

Salary is commensurate with experience and qualifications. Excellent benefits including health insurance and a 401(k) plan. This is a Part-Time, Band II a position.

Application Procedure

Please submit, in digital form, a detailed letter of interest, resume, and contact information for three references to ACLU of Michigan Director of Philanthropy at EventsJob@aclumich.org. Include "Events Job" and your name in the subject line of the email.

Application review begins October 15, 2018. Position will remain open until filled.

The ACLU of Michigan comprises two separate corporate entities, the ACLU of Michigan and the ACLU of Fund of Michigan. The ACLU of Michigan and the ACLU Fund of Michigan share the same mission, office space, and employees. This job posting refers collectively to the two organizations under the name "ACLU of Michigan."