



## **Imperial Valley Regional Occupational Program Community Foundation**

### **JOB OPPORTUNITY**

November 16, 2022

JOB OPPORTUNITY:	<b>Fundraising/Event Coordinator (Annual event)</b>
LOCATION OF ASSIGNMENT:	Imperial County, CA
APPLY AT:	IVROP Community Foundation 687 State Street, El Centro, CA 92243 Office (760) 482-2600 or at <a href="http://www.edjoin.org">www.edjoin.org</a>
DEADLINE FOR APPLYING:	November 22, 2022, at 5:00 pm, or until filled
COMPENSATION:	\$9,000, Depending on experience
REPORTS TO:	IVROPCF Board of Trustees
INTERESTED INDIVIDUALS MUST SUBMIT:	1) Completed Application 2) Resume of Education and Work Experience 3) Cover Letter 4) Portfolio, if available

**EQUAL OPPORTUNITY EMPLOYER  
WOMEN & MINORITIES ARE ENCOURAGE TO APPLY**

**Imperial Valley Regional Occupational Program Community Foundation**  
**Fundraising/Event Coordinator**

**Job Description**

***\*\* This is a contracted position \*\****

***Background:***

**Organization:** The IVROP Community Foundation (IVROPCF) is a nonprofit organization (501 C 3), that was established in March 2004. The goals of the IVROPCF are to provide educational and economic opportunities to community members; conduct fundraising activities; award individual student scholarships; award small grants to qualified CTE (Career Technical Education) student leadership organizations; obtain grants; and implement activities that will successfully carry out the goals of the IVROPCF. Since 2004, the IVROPCF has successfully conducted fundraising activities awarded \$378,850 dollars to local students via scholarships and to CTE student leadership organizations. In addition to conducting fundraising activities, the IVROPCF has also received federal and state grants along with numerous generous donations from major national philanthropic organizations as well as from local for profit and nonprofit organizations. The IVROPCF is led by local community leaders that serve as President, Financial Officer, Secretary as At- large Board Members. All the IVROPCF Board Members serve on a volunteer basis for the sole benefit of the community. The IVROP Superintendent is a permanent IVROPCF Board Member.

**FEC Contract Position Summary**

The Fundraising/Event Coordinator (FEC) primarily reports to the IVROP Superintendent. However, the FEC must also work with the other members of the IVROPCF Board and with the designated volunteer IVROP staff person. The FEC works for the IVROPCF as a contracted employee. An employment contract will be established and signed by the FEC, the IVROP Superintendent and by the IVROPCF President as soon as an employment offer is made to the FEC employment candidate. The employment contract/agreement will clearly delineate the term, the expected FEC work, the compensation package along with other relevant information. A copy of the FEC contract/agreement can be obtained at IVROP. The FEC's scope of work includes successful fundraising along with effective event production/event coordination for the IVROPCF which is organized as a nonprofit charitable organization. The candidate must be willing to work with the IVROPCF Board, IVROPCF volunteers, participants (Stars/Instructors), vendors, sponsors, and with other stakeholders. The FEC should possess outstanding customer service skills, be well-organized, dedicated, enthusiastic, and an ethical person with a passion for serving the community.

**Essential Duties**

Assist in soliciting, negotiating, analyzing, and securing event location, event services, event vendors and vendor relationships

Assist in soliciting, negotiating, analyzing, and securing free and paid advertisement/marketing/media (television, radio, print, social media, etc.)

Must communicate and correspond clearly and concisely with the Board, IVROPCF Volunteers, participants, vendors, and other stakeholders

Secure, coordinate and communicate with the Emcee/Host (Master of Ceremonies)

Create and prepare a Final Event Program (edited and error free) at least three weeks prior to the event day.

Negotiate and schedule the printing of the final Event Program with printer vendor

Create, establish, and submit to IVROP the final event layout (tables, chairs, vendor location, etc.) 10 business days prior to the event

Schedule Orientation for stars and instructors as soon as possible

Create and provide People Choice forms and information to stars and to IVROP on day of Orientation

Create and help to distribute Sponsorship Forms to be completed on day of the Orientation

Solicit approved donations and assist in establishing additional fundraising strategies

Secure participant dance instructors and obtain all required documentation from instructors so that instructors can receive their incentive stipend

Recruit, match and pair celebrity stars and experienced instructors, provide ongoing communication and feedback to stars and instructors, visit the stars and instructors during practice sessions, provide/offer technical expertise, assist in securing practice locations (instructors must be vetted by the IVROPCF Board)

Report and communicate with the Board, with the IVROP superintendent and with the IVROP volunteer staff person on an ongoing and as needed basis

Recruit, coordinate, and provide technical assistance to celebrity judges and to the technical judge

Assist in soliciting event decorations and coordinate the decoration activities

Provide celebrity fundraising reports on the wide screens and on a real time basis during the event

With assistance from the relevant vendors, create and provide brief recorded video interviews of each of the stars and instructors

Schedule the star and instructor picture day with picture vendor, stars and instructors

Facilitate the production and delivery on a timely basis of the music that will be utilized by the star and instructor at the event

Attend all IVROPCF Board meetings and provide updates/progress reports

Direct and coordinate event set up, event rehearsal and actual event on the event day, including stars, instructors, vendors, music, video, event center staff, and all other relevant people and activities

Work within budget constraints and keep Board apprised of all costs including expected/approved and emergency and/or unexpected costs

Participate in post-event wrap up meeting(s)

Problem solve and strive to provide a positive experience for all IVROPCF patrons, and avoid surprising the Board and the IVROP superintendent

Create and deliver to the IVROPCF Board an Event Reference Binder and a USB flash drive. A sample binder will be shared with the FEC for references purposes

Follow and adhere to all safety precautions, protocols, regulations, and guidance

Follow COVID-19 Safety protocols as provided by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and Imperial County Public Health Department (ICPHD) and other COVID-19 guidelines/mandates.

**Compensation:** Total compensation for the FEC is \$9,000 (Depending on experience). The amount will be paid with an initial 33% due at the contract signing point, a mid-point 33% will be due on the evening of the event and the final 33% will be paid two-weeks after the event and when pending items by the FEC are completed. Additional incentive: Also, the FEC can earn an additional incentive of receiving four (4) IVROP Event Tickets if they secure at least \$22,500 of new sponsors. A new sponsor is defined as a sponsor that has never in the past donated to the IVROPCF Event.