



13280 CHAPMAN AVENUE, GARDEN GROVE, CA 92840

Position Title: Events Coordinator

FLSA Status Exempt (Full-Time)

Reports to: VP of Philanthropy & Operations

About Us

The Orange Catholic Foundation serves the Roman Catholic community of Orange County through philanthropy and stewarding funds to protect and support ministries which further our beliefs and values in loving service to God. The Foundations vision is: Relying on the Holy Spirit, the Orange Catholic Foundation is the vibrant center of philanthropy for the Roman Catholic community of Orange County, helping to sustain and enhance the faith life of all those it serves.

The Orange Catholic Foundation (OCF) is an Independent 501(c)(3) corporation that was formed in Orange County to serve the Catholic community. The Foundation helps support individuals, families, corporations, and family foundations with their charitable giving. OCF plans and conducts major fundraising programs and events, including the annual Conference on Business & Ethics, Estate Planning Seminars, an annual gala and other special fundraising events. The Foundation manages endowments and other charitable long-term funds, providing grants, always following donor intent, in support of our Catholic community.

Summary /Objective

Events Coordinator will manage all logistical aspects from start to finish of all OCF events by delivering exceptional events that leave a lasting impact on our guests. We are looking for someone who will collaborate with internal teams and external vendors to ensure seamless event execution, excel in troubleshooting issues and have a passion for OCF's mission.

Essential Function

- Create and manage the timeline, program and task list for identified OCF hosted events including but not limited to:
 - Conference on Business & Ethics (CBE)
 - Bishop's Reception
 - Light of Christ Society events
 - Guild/Donor/Prospect events
 - Sister Parish/School events
 - Annual Investment Meeting
- Negotiate costs and services with vendors; book event space, arrange food and beverage, order all supplies/decorations, coordinate audiovisual equipment & operation, make travel arrangements
- Secure volunteers; manage the staff and volunteers working at the event
- Work with venue to create/revise room layouts/seating arrangements for each event as necessary
- Manage on-site production guaranteeing all aspects run smoothly and troubleshooting any issues that may arise while ensuring and clean up for events as necessary
- Organize and manage the invitation, registration and attendee check-in processes
- Address participant inquiries and feedback, ensuring high levels of customer satisfaction.
- Keep track of event finances including budgets, check requests, invoicing, and reporting
- Manage the follow-up with vendors, sponsors and staff members following each event

- Contribute to the overall effectiveness of Orange Catholic Foundation by completing all other tasks as assigned

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Education/Experience/Skills:

- Practicing Catholic with a strong understanding of Catholic Church ethics, traditions, procedures and organizational structures and interest in working in such environment.
- Bachelor's degree with a desired course of study in Event Management, Hospitality Management, Business Administration or a related field (preferred).
- 5+ years in the event/hospitality industry.
- Ability to deal discreetly with donors, staff, and sensitive and confidential information is essential.
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside OCF.
- Must be hands-on with strong organizational skills and technical abilities.
- Proficiency in MS Office applications and Outlook. Knowledge of Raiser's Edge Event Module preferred.
- Availability to work nights and weekends as required for donor events.
- Availability to travel throughout Orange County.
- Valid California Drivers License and good driving record.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Position Type/Expected Hours of Work/Compensation

This is a full-time position with a salary of \$65,000. Days and hours of work are Monday through Friday, 8:30 a.m. to 5:00 p.m. Evening and weekend work will be required as job duties demand.

If you have the skills, experience and want to help advance the mission of the Orange Catholic Foundation, we'd like to speak with you. Please send your resume and cover letter to Maribel Retana at MRetana@OrangeCatholicFoundation.org.