Event Coordinator

Job Summary

The Cathedral of Saint John the Divine’s Development Office seeks a tech-savvy, detailed, hospitality-oriented events professional to organize and run approximately 72 virtual and in-person events each year. Event types and sizes range from on-line webinars and conferences for 25 participants to intimate lunches and receptions to a 500+participant gala. The Cathedral focuses on community building and relationships, and our events coordinator will be responsible for helping to create a gracious and welcoming atmosphere for virtual and in-person events. This role will include collecting and managing solicitation lists, creating guest lists using our CRM, designing save-the-date, invitations, e-vites and event collateral, tracking rsvps and guest lists, creating event briefings and run of show documents, managing all event vendors, planning menus, coordinating and assisting with event decor, hiring bartenders and additional vendors, coordinate the delivery of all event-related products and ensuring the event runs smoothly from beginning to end. This role will also include administrative and calendar support responsibilities as needed.

Primary Responsibilities

- Coordinate details of events such as virtual events, receptions, lunches, tours, coffees, board meetings, and an annual gala.
- Liaise with Cathedral events team, as appropriate.
- Create and maintain budgets and ensure they are adhered to.
- Create invitation lists using CRM.
- Design and send invitations.
- Manage rsvps.
- Promote events.
- Run tech for virtual events.
- Organize and drive follow up to events.
- Select chefs or catering companies to prepare food for event.
- Sample food and select dishes for menus.
- Visit venue to plan layout of seating and decor.
- Schedule speakers, vendors, and participants.
- Coordinate and monitor event timelines and ensure deadlines are met.
- Initiates, coordinates and/or participates in all efforts to publicize event.
- Edit and design promotional materials.
- Prepare presentations.
• Negotiate and secure event space.
• Hire staff to manage the event, as needed.
• Manage calendar for group meetings and other administrative, as needed.
• Coordinate event logistics, including registration and attendee tracking, presentation and materials support and pre- and post-event evaluations.
• Coordinate post event follow up and thank you gifts
• Reconciliation of event fundraising and processing of event acknowledgement at the conclusion of the event
• Keep inventory of event supplies.

Qualifications:

• Highly detailed and organized.
• Proactive collaborator.
• Desire to be part of a team.
• Track record of successful events; portfolio for review desired.
• Expert in using zoom and webinar technology.
• Strong communicator.
• Ability to multitask in a fast-paced environment

The Cathedral of St. John the Divine is a wonderful place at which to work, and our Development team welcomes talented, high-energy people who embrace and support the mission of this great institution. Our Cathedral and offices are situated on a beautiful 9-acre campus a couple of blocks south of Columbia University, and we offer competitive pay, great benefits, and an opportunity to change the world.

To apply, please send cover letter and resumé to jtiebou@stjohndivine.org