

EVENT COORDINATOR

Job description | The Liver and Kidney Hope Foundation (TLHF)

Title	Event Coordinator	Reports to	Chief Operating Officer (COO)
Department	Event Coordination	Direct reports	Event volunteers, if assigned
Classification	Full-time; exempt status per HR	Work location	Nevada; event venues and office
Schedule	Full-time; frequent evenings and weekends	Compensation	To be set by the Board of Directors
Prepared by	_____	Approved / date	_____

Position summary

The Event Coordinator plans and runs the events that raise funds, build awareness, and bring the TLHF community together. TLHF is a Nevada 501(c)(3) nonprofit that provides liver and kidney health education, community support, and outreach, and its events include galas, theater and musical productions, awareness walks, education days, and support community gatherings. The Coordinator manages every step: concept, budget, venue, vendors, contracts, permits, volunteers, registration, run-of-show, safety, and post-event reporting. Events must be welcoming, accessible, safe for guests who may be medically vulnerable, and clear that TLHF is an education and support organization and not a medical provider.

Galas fundraising and sponsors	Theater musical productions	Community awareness and education	Safety accessible and compliant
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A Event strategy and planning

- Build an annual event calendar with goals, budgets, audiences, and fundraising targets, with the CEO, COO, and Financial department.
- Prepare event proposals: concept, objectives, budget, timeline, risks, and approvals before commitments are made.
- Use project plans, Gantt charts, checklists, and run-of-show documents to track every task and deadline.
- Evaluate events with data and feedback, and recommend which to repeat, change, or end.

B Logistics and vendor management

- Select and manage venues, caterers, rentals, audiovisual, security, entertainment, and printers; negotiate and track contracts within authority.
- Secure permits, insurance certificates, food and beverage approvals, and any needed licenses.
- Manage registration, ticketing, seating, check-in, and sign-in processes.
- Manage event-day setup, timing, signage, and teardown.

KEY RESPONSIBILITIES (CONTINUED)

Essential functions of the Event Coordinator

C Fundraising events

- Plan galas, auctions, sponsor events, and donor receptions that meet net revenue goals.
- Build sponsorship packages and track benefits with the CEO and Marketing Manager.
- Ensure donor receipts and quid pro quo disclosures are accurate for tickets, auctions, and sponsorships, in line with IRS rules.
- Follow Nevada rules for raffles, auctions, and any charitable gaming.

D Theater and musical productions

- Coordinate TLHF theater and musical programming that supports fundraising, including auditions, casting logistics, rehearsals, tech, and performances.
- Manage performance rights, music licensing, venue contracts, and ticketing.
- Protect cast, crew, and volunteers, including safeguards for minors and background checks as policy requires.
- Work with the director, production team, and volunteers on schedules, budgets, and communications.

E Community and support events

- Organize awareness walks, education days, health fairs, volunteer appreciation, and support community gatherings.
- Work with Social Work on events for patients and caregivers, keeping them accessible and sensitive.
- Coordinate with the Community Outreach Coordinator and chapters on local events.

F Volunteers and teamwork

- Recruit, train, and lead event volunteers with the Volunteer Program, and give them clear roles and safety briefings.
- Coordinate with the Marketing Manager on promotion, branding, photography, and signage.
- Thank volunteers, vendors, sponsors, and donors promptly.

RESPONSIBILITIES AND QUALIFICATIONS

What the role requires

G Safety, risk, and compliance

- Prepare event safety and emergency plans, including medical response, evacuation, weather, and security.
- Provide accessibility for guests with disabilities and health needs, including mobility, dietary, and low-sodium or fluid-limit needs, and clean, comfortable spaces for people with weakened immune systems.
- Follow alcohol, food safety, fire code, music, and photography rules, and obtain required permits.
- Report incidents and complaints promptly and keep records.

H Budget and reporting

- Manage event budgets, track revenue and expenses, and report variances.
- Prepare pre-event and post-event reports with results, lessons learned, and recommendations.
- Keep organized event files, contracts, and permits.

I Teamwork

- Work with the CEO, COO, Financial, Marketing, Volunteer Program, Social Work, and chapters.
- Represent TLHF professionally and uphold its values of health, awareness, and hope.

Qualifications

Required qualifications	Preferred qualifications
• Bachelor's degree in event management, communications, business, or a related field, or equivalent experience • 3 or more years of event planning and logistics experience • Experience managing budgets, vendors, and contracts • Strong organization, problem solving, and communication under pressure • Ability to work evenings, weekends, and long event days • Ability to pass a background check	• Nonprofit fundraising event experience • Theater, music, or production management experience • Certified Meeting Professional (CMP), CSEP, or similar certification • Volunteer management experience • Lived experience with kidney or liver disease, or as a caregiver; bilingual ability

COMPETENCIES, SUCCESS MEASURES, AND FIRST 90 DAYS

What good performance looks like

Competencies

Core competencies	What it looks like
Planning and organization	Builds clear plans and meets every deadline
Calm problem solving	Handles last-minute changes without losing focus
Budget and vendor management	Controls costs and holds vendors accountable
Hospitality and empathy	Makes every guest feel welcome and cared for
Leadership of volunteers	Gives clear direction and appreciation

Success measures

Success measure (examples; targets set annually)	How it is tracked
Net revenue and attendance versus plan	Post-event report
Events delivered on budget and on time, with no safety incidents	Budget tracking and incident log
Guest, sponsor, and volunteer satisfaction	Surveys and feedback
Volunteers recruited, trained, and retained for events	Volunteer records
Complete event files, contracts, permits, and receipts	File audit

The first 90 days

FIRST 30 DAYS	FIRST 60 DAYS	FIRST 90 DAYS
Learn the mission, past events, templates, and files. Meet vendors, volunteers, and partners. Shadow current events.	Update checklists and run-of-show templates. Take over planning for upcoming events. Audit contracts and permits.	Present the annual event calendar and budget. Run one event end to end and report the results.

AUTHORITY, WORKING CONDITIONS, AND ACKNOWLEDGMENT

Decision rights and legal statements

Decision-making authority

Area	Authority of the Event Coordinator (limits set by the COO, CEO, and policy)
Spending	Approve event spending up to \$_____ per item within the approved event budget; larger items require approval
Contracts	Negotiate vendor contracts; signature authority is limited to \$_____ and otherwise belongs to the CEO or COO
Events	Plan approved events; new events or major changes require COO and CEO approval
Safety	Stop or change an event activity for safety reasons and report promptly
Cash and donations	Handle payments and donations only under the cash handling policy, with two-person counting

Working conditions and physical requirements

- Office and venue work; frequent evenings, weekends, and holidays; local travel; occasional overnight travel.
- Ability to stand and walk for long periods, speak and hear clearly, and lift and carry up to 40 pounds for event setup, with or without reasonable accommodation.
- Work may involve noise, crowds, indoor and outdoor venues, and time-sensitive pressure.

Legal statements

Equal employment opportunity: TLHF is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or any other protected status. Reasonable accommodations are provided to qualified individuals with disabilities. **At-will employment:** This description is not an employment contract. Employment is at will, and duties may be changed as organizational needs require.

Acknowledgment

Employee signature	_____	Date	_____
Printed name	_____	COO signature	_____
CEO signature	_____	Date	_____