



EVENTS AND CORPORATE GIVING COORDINATOR

REPORTS TO:	Director of Corporate Communications and Marketing	DIVISION:	
SUPERVISES:		DEPARTMENT:	
DIRECT REPORTS:		LOCATION:	Sanford, FL
FLSA STATUS:	Exempt	DATE:	

Wharton-Smith is a construction manager and general contractor specializing in water treatment, education, parks and recreation, sports, municipal, entertainment, and hospitality projects – all the things a community needs to thrive.

Wharton-Smith Construction Group is seeking an enthusiastic and highly organized Event and Corporate Giving Coordinator to produce events from conception through completion and to coordinate, facilitate and document corporate giving initiatives. As an Events and Corporate Giving Coordinator, you will be expected to provide outstanding customer service and organize memorable events that meet the intended goals and expectations both creatively and consistently.

Primary responsibilities:

- Manage all project elements within time limits and on budget, including planning, resourcing, budgeting, and overseeing the events
- Conduct market research and gather information
- Negotiate contracts
- Provide clear, well-written periodic reports to stakeholders
- Oversee facilities and manage all event details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material, etc.
- Oversee all corporate giving initiatives including ticket management, charitable table management, philanthropic in-kind contribution management, and the recording of these metrics to meet accounting requirements
- Research and identify event opportunities and generate interest
- Articulately propose ideas to improve services and event quality
- Maintain commitment to compliance with all insurance, legal, health, and safety obligations
- Staff events and coordinate staff activities
- Collaborate with marketing and PR departments to promote and publicize events
- Approach issues proactively and troubleshoot any emerging problems on the event day
- Conduct pre-and post-event evaluations, reporting on the outcomes

Qualifications:

- BS in Event Management or related field
- Significant work experience as an events planner or organizer
- Impressive references and portfolio of previously managed events (weddings, meetings, parties, corporate events, etc.)
- References from previous clients



- Exceptional communication skills to liaise with internal and external clients, identify their needs, and ensure customer satisfaction
- Ability to see the “big picture” and meet objectives in all stages of event planning, design, and production
- Sales skills and an aptitude for building productive business relationships
- Ability to oversee multiple projects independently
- Skill in management and organization
- Ability to multitask and prioritize
- Proficient in MS Office and Adobe Suite