



Events Coordinator (Part-Time)

Boys & Girls Club of Greenwich (BGCG)

Location: Greenwich, CT

Reports To: Director of Development

Hours: Approximately 25 hours per week, with additional evening and weekend commitments required around events

Our Mission

For over a century, the Boys & Girls Club of Greenwich (BGCG) has provided local youth with a safe, enriching, and fun environment during out-of-school hours. Our mission is to prepare young people, through engaging programs and supportive relationships, to become responsible, caring, and productive community members.

BGCG serves children and teens ages 6 to 18, offering high-quality programs that build academic success, character, and leadership. Our dedicated team is committed to maintaining a safe, diverse, and inclusive space where every child can thrive.

Position Overview

The Boys & Girls Club of Greenwich is seeking a dynamic and detail-oriented **Events Coordinator** to lead the planning and execution of the Club's fundraising and cultivation events. This part-time role is vital to advancing the Club's mission by supporting fundraising goals and donor engagement strategies.

The Events Coordinator will work closely with the Director of Development and collaborate with volunteers, interns, and other team members to manage all aspects of BGCG's signature events, including:

- **Youth of the Year Dinner**
- **Annual Benefit Gala**
- **One additional fundraising event (TBD)**
- **Cultivation and stewardship events** such as Board meetings, the Annual Board Dinner, Major Donor party, Thanksgiving Feast, and Pancake Breakfast

The successful candidate will be an enthusiastic team player with strong organizational skills, event experience, and a passion for community engagement and youth development.

Key Responsibilities

- Plan, coordinate, and execute multiple fundraising events simultaneously from concept to completion, ensuring all financial goals and timelines are met
- Serve as the lead contact for all event logistics, including but not limited to budgeting, contracts, venue management, catering, AV, décor, permits, entertainment, and guest services
- Collaborate with the Director of Development to cultivate corporate sponsors, in-kind donors, and long-term funding partners
- Lead and steward volunteer event committees made up of board members, donors, and community leaders, providing structure and motivation to achieve fundraising targets
- Manage printed and digital event collateral, invitations, RSVP platforms, signage, and marketing copy
- Partner with the Finance and Development teams to ensure timely processing, tracking, and reconciliation of event donations and sponsorships



- Lead all post-event reporting and donor stewardship, including acknowledgments, followup communication, and financial reporting
- Support event marketing strategy in collaboration with the Director of External Communications, with emphasis on targeted audience outreach and engagement
- Identify, recruit, and manage a strong volunteer pipeline to support future event leadership
- Collaborate with Development colleagues to align events with individual giving and donor engagement strategies

Qualifications & Skills

Education & Experience

- Bachelor's degree preferred
- Minimum of 5 years of experience planning and executing high-profile, revenue-generating nonprofit events
- Proven ability to manage committees and engage high-level volunteers and donors in support of fundraising goals

Technical & Professional Skills

- Excellent written and verbal communication skills
- Exceptional organizational and time management abilities; must be able to manage multiple projects simultaneously
- Proficiency in Microsoft Office (Word, Excel)
- Experience using email marketing platforms (e.g., Constant Contact) for promoting events
- Strong problem-solving skills and attention to detail
- Ability to work independently and collaboratively in a fast-paced environment
- High emotional intelligence, professionalism, and discretion when working with volunteers and donors

Work Environment & Physical Requirements

- Ability to work evenings and weekends as needed for events
- Must be able to sit, stand, and move about freely
- Occasionally required to lift or move materials up to 50 lbs
- Comfortable working in a dynamic, mission-driven environment with diverse stakeholders • Professional appearance and conduct required

Salary Range: \$25-\$40/hour

To Apply

Please submit your resume, cover letter, and references to:

HR@bgcg.org

ATTN: Denise Kaufman

Equal Opportunity Employer

The Boys & Girls Club of Greenwich is committed to fostering a diverse and inclusive workplace. We are proud to be an equal opportunity employer and consider all qualified applicants without regard to race, religion, color, sex, gender identity, sexual orientation, age, national origin, disability, or veteran status.

Note: Employment is contingent upon a successful background check and annual clearance through the Child Abuse Registry.