



### **Position Description for Events Coordinator**

**Reports to:** President  
**FLSA Classification:** Exempt

#### **Organizational Overview**

At the El-Hibri Foundation (EHF), we recognize that the broader social fabric is made stronger when the distinct communities that make up America are healthy, growing, and active contributors to our collective future. The Foundation was inspired by the philanthropy of the late Ibrahim El-Hibri, his wife Elisabeth, and their family. We believe that inclusion and collaboration are fundamental to a flourishing society. EHF works to tap into these values, so collectively we can work together to create a thriving world where everyone can achieve the American Dream.

How are we working to make these dreams realities? In our current time, the American Muslim community is facing increasing challenges that question its place in, or seek to exclude it from our national fabric. Additionally, many of the nonprofit organizations that are working to create vibrant, socially integrated communities that include American Muslims have few resources and are underdeveloped. The El-Hibri Foundation is a philanthropic organization that empowers and equips American Muslim leaders and their allies to build these thriving, inclusive communities. To this end, EHF makes grants and implements innovative programs that provide resources and skills, forge collaborative relationships, and increase inclusion of and within American Muslim communities.

#### **Our Theory of Change:**

The El-Hibri Foundation (EHF) believes that if American Muslim and Ally leaders have the capacity, resources, and collaborative relationships necessary for community building, then they can become more effective in advancing inclusion in America.

- **EHF advances inclusion** of and within American Muslim communities by investing financial, physical and relational resources in individuals and organizations who share our vision of a world in which all individuals, regardless of race, religion, theology, political party, or gender, have an opportunity to thrive.
- **EHF builds capacity** through innovative programs that ensure current and future leaders have the skills and tools necessary to successfully launch and manage their organizations.
- **EHF organizes communities** by bringing people of diverse backgrounds to the table to forge new partnerships and by investing in individuals and organizations that share our belief that stronger communities are built with cooperation and collaboration.

#### **Position Overview**

Do you dream in spreadsheets, diagrams, and minute-by-minute schedules? Are you the type of events coordinator who knows the difference between a chiavari and a folding chair? Do you walk into a venue and instinctively size up the room based on its potential for creative layouts, connecting seamless logistics to program content and maximizing ways for participants to have the best user experience? Then you're the type of candidate we're looking for at EHF.

A successful Events Coordinator (EC) is the type of person who gets satisfaction from connecting the dots of a well-planned strategy with the "game day" execution of an all-star quarterback. This position requires the skillful planning, coordination, and implementation of the behind-the-scenes elements of EHF's programs and events operations. A high performing EC brings a dynamic energy to the role, injecting

positivity and humor into interactions with coworkers, vendors, grantees, and program participants. The EC knows that juggling overlapping workflows, aligning multiple stakeholders, and building relationships with a diverse spectrum of program and event participants is crucial to his or her role at EHF. It is the Foundation's hope that the ideal candidate will bring blend of creativity, enthusiasm, and detailed project management skills to the EC position.

**Required Qualifications:** The successful candidate must have:

- At least four years of progressively responsible, related professional experience organizing and managing projects and events;
- Excellent verbal and written communication skills;
- Previous working experience in a philanthropic or nonprofit organization;
- Experience in organizing lectures, seminars, conferences, and other events; with an orientation toward customer service and excellent organizational skills;
- An ability to multi-task under pressure and meet strict deadlines in a team environment with attention to detail;
- Ability to work in conditions of change and ambiguity to stretch oneself to adopt new skills for changing circumstances and challenges;
- A business or social science bachelor's degree or commensurate professional experience;
- Familiarity with maintaining and utilizing customer relationship management software;
- Availability to work multiple evenings and weekends each month is required (flex time will be provided);
- Must be able to lift up to 25 pounds.

**Preferred Qualifications:**

- An MBA or MPA, or equivalent experience in nonprofit management and program coordination;
- Robust experience in startup and institution-building environment(s);
- Knowledge of or experience with programs related to community-building, interfaith dialogue, human rights, and social justice;
- Experience in coordinating nonprofit programs and support teams;
- Working knowledge of American Muslim nonprofit sector and community-building issues and concerns;
- Ability to manage complex stakeholder relationships;
- Knowledge or experience in inter/intra-faith dialogue and social justice;
- Proficiency with using and managing Salesforce, WealthEngine, Dropbox, Forms Assembly, Foundant, Thomson Reuters' World Check, and Microsoft Office Suite applications.

**Responsibilities:**

**Event Logistics & Hospitality Coordination (50%)**

- Coordinate event planning support and hospitality for key programs and Space Grants (EHF event space) including, but not limited to: Peace Awards Gala, Iftar Lecture and Dinner, Executive Nonprofit Management Training for grantee staff and board, inclusion programs, and other initiatives;
- Provide a positive, professional and client-oriented attitude to EHF grantees and guests;
- Liaise with attendees and grantees on travel arrangements, including booking of travel and the creation of travel itineraries;
- Execute budgets and manage financial reports to track spending and ensure compliance with internal accounting protocol;
- Work with team to create healthy menus for each program and manage catering vendor coordination before and during the event;

- Identifying and maintaining vendor relationships in regards to event and hospitality management;
- Assist in the development of the guest lists, create registration forms, follow up on RSVPs and reconcile guest lists post event;
- Develop and implement performance goals and indicators to monitor progress of internal programs and track programmatic expenses;
- Prepare program planning documents, including graphs, tracking metrics, and online platforms for meetings, and programs (pre-, during-, and post-planning) and basic vendor contracts;
- Accept and perform other duties as assigned.

#### **EHF Campus Support (30%)**

- Set up conference rooms and event areas for space grants and programs;
- Set up audio visual equipment and meeting supplies for space grants and programs;
- Reset each conference room and event space after all programs, space grants and internal meetings;
- Evaluate and coordinate building upkeep to create exceptional guest experience;
- Develop and refine, as needed, event policies and procedures to ensure effective planning;
- Assist in building close-down security procedures; and
- Accept and perform other duties as assigned.

#### **Measurement and Impact Tracking (10%)**

- Document impact metrics developed for each program and the Space Grants Program;
- Manage and upload events' and attendees' data through Salesforce and Eventbrite;
- Assist with compiling of program information needed for annual reports;
- Track space grants and building usage and create quarterly reports;
- Accept and perform other duties as assigned.

#### **Administration and Other (10%)**

- Support other EHF departments on creating a grantee-centric environment;
- Attend staff meetings and retreats and provide written reports as requested for board meetings.

#### **HOW TO APPLY**

- Apply online by clicking [here](#).
- Please provide us with your essential information (resume, desired compensation, and other supporting documents) and answer questions detailed in the [form](#).

#### **Available Employee Benefits**

- Platinum-level group medical and dental insurance
- Three weeks paid time off and ten paid holidays annually
- Long-term and short-term disability insurance
- Employee term life insurance
- Simple IRA retirement plan with 100% match of 3% of compensation

#### **Other Information:**

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties as requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed above are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.