



Contract Event Coordinator(Banquet, Golf Outing, and Luncheon)

Contract Amount: \$10,000

Location: Cincinnati, OH (Hybrid – in-person event days required)

Contract Term: 2026 Event Season

About Us

We are a faith-based, pro-life nonprofit serving women and families in crisis pregnancies. Each year we host three major fundraising events—a banquet, a golf outing, and a luncheon—to support our mission of offering hope, resources, and life-affirming care. We are seeking a highly organized, detail-oriented **Contract Event Coordinator** to plan and execute these events with excellence.

Position Overview

The Contract Event Coordinator will oversee the full planning, coordination, and execution of our three major fundraising events in 2026: our spring luncheon, summer golf outing, and fall banquet. This includes vendor management, event logistics, communication with sponsors and attendees, and onsite event leadership. There may be opportunities to assist with smaller internal events as needed.

Key Responsibilities

Event Planning & Logistics

- Create detailed timelines, checklists, and event run sheets.
- Coordinate venue logistics: room layout, A/V, décor, setup, and teardown.
- Manage catering, rental equipment, volunteer needs, and transportation.
- Ensure every event reflects the mission, values, and brand of the organization.

Vendor & Sponsor Coordination

- Secure and maintain relationships with event vendors (venues, caterers, A/V teams, florists, photographers, etc.).
- Communicate with sponsors on materials, deadlines, and event-day details.

- Track vendor contracts, invoices, and deliverables.

Registration & Guest Management

- Oversee guest registration, ticketing, and communications.
- Coordinate with donors, sponsors, and VIPs as needed.
- Ensure smooth guest flow and check-in processes.

Team & Volunteer Collaboration

- Work closely with the Executive Director and Development Director to meet fundraising goals and event objectives.
- Assign and direct volunteers for setup, guest assistance, and teardown.
- Attend planning meetings and provide regular progress updates.

Event Day Leadership

- Serve as onsite point person for each 2026 event.
- Manage setup, timeline execution, and volunteer coordination.
- Troubleshoot issues quickly and professionally to ensure a seamless event.

Qualifications

- Proven experience planning nonprofit, corporate, or fundraising events.
- Exceptional organizational and communication skills.
- Ability to multitask and meet deadlines.
- Professional, polished, and mission-aligned.
- Self-starter with strong attention to detail.
- Must be available for all event dates and planning meetings.

Compensation

- **\$10,000 contract amount** for coordinating the banquet, golf outing, and luncheon.

How to Apply

Please send your résumé, examples of past event work (if available), and a brief note about your experience to:

Linda Trenn at linda@pc-west.org