



Program & Events Coordinator – Midtown Indy

Position: Full-Time. Salary commensurate with experience. Range: \$32,000-\$40,000

About Us:

Midtown Indy is a non-profit organization dedicated to the economic growth and revitalization of a 12-square mile region known as Midtown Indianapolis. Our focus is on making things happen by creating connections and advocating for projects and programs that positively impact quality of life and economic vitality in Midtown Indianapolis.

About the Position:

The Program & Events Coordinator is a key member of the Midtown Indy team and works collaboratively with a broad base of partner organizations and Midtown area stakeholders. This position provides vital program and operational support including: communication, public engagement, event planning, business development, and core office operations in fulfillment of the mission of Midtown Indy. Reports to Executive Director.

Requirements, Skills, and Qualifications:

- Bachelor's degree in urban planning, political science, communications, journalism, marketing or other related field.
- Minimum of 2 years of professional experience in marketing, community engagement, urban planning, communications, project and/or event management;
- Basic graphic design skills and working knowledge of software such as Illustrator, Photoshop and/or InDesign;
- Working knowledge of Microsoft Office Suite, Word Press, and Constant Contact;
- Professional social media proficiency;
- Demonstrated project and time management skills;
- Excellent written and verbal communications skills; proficient with AP Style
- Demonstrated ability to work independently, multi-task, and meet tight deadlines;
- Proficiency with Quickbooks and/or Etapestry (Or similar donor/record management software), preferred;
- A clear understanding and passion for the principles of New Urbanism and the mission of Midtown Indy.

To Apply: Send both a (1) Resume and (2) Cover Letter in (1) combined PDF document. Submit by email only to info@midtownindy.org. Subject: Program & Events Coordinator.

Apply before January 24th, 2018 at 5p.m. (Deadline Extended) Position Open Until Filled.

Cover letter should highlight only specific experience, skills, qualifications, and fit for the position as described.

Address Cover Letter to Attention of:

Michael McKillip – Executive Director
Midtown Indy
3965 N. Meridian St. Suite W1F
Indianapolis, IN 46208



MIDTOWN INDY

Learn More at www.midtownindy.org

Program and Event Coordinator

Primary Responsibilities Include:

Organizational Support:

- Professionally represent the organization in all internal and external meetings and communications;
- Cultivate knowledge and networks by participating in educational opportunities; reading professional & news publications, maintaining professional networks, and participating in related efforts by others;
- Accomplish goals by accepting ownership for completing assignments with a focus on product quality, customer service, and timely communication;
- In all work produced, demonstrate a commitment to the mission and goals of Midtown, Inc., its programs, services, and events;
- Maintain schedule flexibility as needed and regularly coordinate with Executive Director to balance weekday work requirements with evening and weekend programs;
- Advocate for, policy, program, and process improvements wherever they can be made.

Communications Support:

- Coordinate the production of all design and printed communications produced by Midtown Indianapolis Inc., including program, donor, event, and other collateral pieces;
- Keep all program and promotional materials inventory current by coordinating requirements with outside vendors, volunteers, and the Executive Director. Place orders as needed;
- Schedule and coordinate publication of Midtown Indy's electronic communications;
- Create and edit content for the organization's print publications, email newsletters, Web site, social media accounts, and assigned programming events;
- Prepare and present PowerPoint and other forms of promotional presentations;
- Coordinate and/or create advertising for select print and electronic publications;
- Participate in assigned program and organizational meetings.

Program & Event Support:

- Recruit and manage volunteers, as needed;
- Plan meetings and events by identifying, assembling, and coordinating requirements, establish contacts, develop schedules, assignments, and coordinate mailing lists;
- Maintain and communicate all agency event/meeting calendars;
- Attend, provide staff support, and maintain records for all assigned, Board, event, and community meetings.

Fundraising & Administrative Support:

- Maintain new and existing donor records from all sources using eTapestry;
- Gift entry, gift acknowledgement generation and distribution;
- Generate periodic reports on fundraising performance;
- Maintain a calendar for funder application and reporting requirements, per grant guidelines;
- Manage "Midtown Investor" series account renewals, invoices, and acknowledgements;
- Process vendor invoices for approval and payment using Quickbooks;
- Provide scheduling support for the Executive Director and assigned programs;
- Establish and maintain regular office hours at Midtown's office;
- Answer/return phone, voicemail, U.S. mail, email, web and other inquiries in timely manner;
- Maintain Midtown's filing systems including both paper and electronic.