



## POSITION DESCRIPTION

**POSITION TITLE:** Events & Stewardship Specialist  
**OPERATING UNIT:** Resource Development  
**REPORTS TO:** Director of Development  
**CLASSIFICATION:** Full Time/Non-exempt

---

### **POSITION SUMMARY**

Reporting to the Director of Development, the Events & Stewardship Specialist is a member of the Advancement team responsible for supporting fundraising efforts through signature event logistics, donor stewardship, and community engagement. This role coordinates key fundraising events, ensures strong sponsor and donor experiences, and supports cultivation opportunities that strengthen relationships with community partners and supporters.

The ideal candidate is organized, energetic, and relationship-driven, with a passion for creating meaningful experiences that support Girl Scouts Western Oklahoma's mission.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

#### **Signature Event Logistics**

- Manages logistics for signature fundraising events including Juliette Low Leadership Society Luncheon and Cookies & Cocktails
- Collaborates with program and support teams to plan and execute non-fundraising events such as Alumni Appreciation and the Highest Awards Ceremony
- Coordinates timelines, vendors, venues, and event materials
- Supports event-day execution and troubleshooting
- Assists with tracking budgets and meeting event revenue goals

#### **Sponsorship Fulfillment**

- Manages sponsor benefits and recognition for fundraising events
- Coordinates signage, listings, and sponsor visibility
- Ensures sponsors receive a high-quality event experience
- Assists with in-kind sponsorship coordination

#### **Donor Stewardship & Cultivation**

- Supports donor recognition and appreciation efforts
- Assists with planning and executing donor cultivation events
- Coordinates thank-you touches and follow-up communications

- Helps maintain positive relationships with donors and community partners

#### **Volunteer Event Committees**

- Serves as primary point of contact for event volunteer committees
- Schedules meetings and tracks assignments and timelines
- Supports volunteer leaders in meeting fundraising goals
- Builds strong relationships with volunteers and community supporters

#### **Advancement Team Support**

- Assists with appeals and donor engagement campaigns
- Supports community partnership logistics and relationship-building
- Helps identify opportunities to improve event revenue and engagement
- Collaborates with marketing team on event promotion and communications
- Supports additional advancement initiatives as needed

#### **REQUIRED COMPETENCIES/SKILLS:**

- **Communications:**  
Exhibits strong listening and comprehension skills. Communicates effectively in both written and verbal formats. Keeps stakeholders informed and uses appropriate communication methods.
- **Job Knowledge:**  
Demonstrates ability to learn quickly, apply new skills, and work with minimal supervision. Understands how role supports broader advancement goals.
- **Customer Service:**  
Provides high-quality service to donors, volunteers, and community partners. Responds promptly and professionally to requests and inquiries.
- **Quality:**  
Demonstrates accuracy and attention to detail. Maintains commitment to excellence and continuous improvement.
- **Planning and Organization:**  
Prioritizes tasks effectively, manages multiple deadlines, and adapts to changing priorities. Works in an organized and proactive manner.

#### **SUPERVISORY DUTIES**

- Volunteer staff as needed

#### **EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree or equivalent experience preferred
- Experience in event management, nonprofit, or fundraising a plus
- Experience working with volunteers preferred
- 2+ years of professional experience preferred

#### **ADDITIONAL JOB REQUIREMENTS**

- Clearance of background check and drug screen'
- Must carry 100/300/100 liability insurance

## **REQUIRED SKILLS & ABILITIES**

- Strong organizational and project management skills
- Excellent written and verbal communication skills
- Ability to manage multiple priorities in a fast-paced environment
- Detail-oriented and proactive
- Strong comfort interacting with donors and community partners
- Technologically savvy and comfortable with CRM systems preferred
- Strong competency in Microsoft Office Suite
- Ability to work occasional evenings and weekends for events

**SELECTIVE ABILITIES & PHYSICAL DEMANDS:** *The incumbent must be able to perform the following qualifications in order to be offered and/or maintain employment in this position.*

- Level 2 – Light Work (use of light force to lift, carry, push, pull or move objects), Limited exposure to adverse environment conditions, work occasional weekends and evenings/nights. • This position requires the ability remain stationary and to use computer monitor, keyboard and mouse for extended periods of time.
- Must be able to speak and communicate clearly, such as in public speaking engagements.

## **WORK ENVIRONMENT**

The employee will work in an office environment and in close quarters with other staff and clients. The noise level in the work environment varies from moderate to loud; hectic situations can occur characteristic to working with infants, toddlers and parents in need. Exposure to bright lights, noise, odors and scents are common due to the open office environment.

**Pay for this position is \$21-23 an hour DOE**

---

***This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.***

As an employee, you are a representative of Girl Scouts Western Oklahoma and people form their impressions of the council in part, based on their interaction with you. Every personal contact is with a current or potential donor to the council, thus the impression we make through community and professional contacts, and involvement in collaborations with agencies, groups or organizations is important. Fund Development and Membership Recruitment is a role assumed by all staff positions.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills and abilities.

I have read and understand the position description. I further understand and acknowledge that this current position description supersedes all former versions and shall in all instances apply.

---

Employee Signature

Date

*Mission Statement:*  
**Girl Scouting builds girls of courage confidence  
and character who make the world a better place.**



United Way  
Community Partner