Events and Engagement Coordinator

**What is Water Mission?**
Water Mission is a Christian engineering nonprofit working to end the global water crisis by building safe water, sanitation, and hygiene solutions in developing nations and disaster areas. Guided by love, excellence, and integrity, we are driven to share clean, safe water and God’s love with all. To date, we have had the honor of serving more than 5 million people in 56 countries. Working at Water Mission is as much a calling as it is a career, and we are searching for people with the courage, passion, and drive to help us change the world.

**What is the opportunity?**
The Events and Engagement Coordinator will provide logistical and administrative support in three key areas: the annual Strategic Partner Event hosted at the Water Mission headquarters, annual donor events, and partner and community Walk for Water events held throughout the year. He/she will play a key role on the Events and Engagement Team providing administrative support during all phases of events from the conception and planning stages to execution and post-event stages. Events in these three key areas include, but are not limited to, team building events held throughout the year in various locations across the US, the annual Strategic Partners Event (March), annual Charleston Walk for Water (spring), annual Country Director Reception (fall), Volunteer Appreciation Dinner (fall), and other Charleston-based events as directed. This role is based in Charleston, SC, and reports to the Director of Events and Engagement. A successful Events and Engagement Coordinator will:

- Assist with the planning and development of events throughout the year that recognize and steward key partnerships and relationships including donors, volunteers, corporate and church partners
- Provide logistics and administrative support for Charleston-based partner and donor events including, but not limited to, initiating a communication/invitation/promotion strategy, receiving responses, planning for and printing in-house collateral material, assisting with day-of tasks, and following up with guests
- Work collaboratively with other Water Mission departments to ensure deadlines are established and met
- Identify volunteer needs for events hosted at the Water Mission headquarters and work with the Volunteer Manager to recruit and select volunteers; supervise volunteers on the day-of the event
- Assist with developing and maintaining a network of catering, AV, and other logistical support vendors
- Work with the Partner Engagement Manager and Community Engagement Manager to maintain and track event budgets
- Work with the Partner Engagement Manager and Community Engagement Manager to ensure Charleston-based events comply with insurance, legal, safety and health obligations
- Provide administrative support to ensure partner/donor information is recorded in Raiser’s Edge
- Work with the Partner Engagement Manager and Community Engagement Manager to provide logistical support to Walk for Water events and team building requests

**What is required?**
- Personal and growing relationship with Jesus Christ
- Associates degree required. Bachelor’s degree preferred
- Previous event coordination and/or project management experience preferred
- Proven organization skills with attention to detail
- Strong computer skills including proficiency in Microsoft Office software: Word, Excel, and PowerPoint
- Experience working with Raiser’s Edge, Team Raiser and Luminate a plus
- Thrives under pressure and has proven track record of meeting deadlines
- Ability to work in a highly fluid environment and ability to respond to changing requests
- Works effectively in collaboration with diverse groups of people

Interested, qualified applicants should apply at: [https://watermission.org/apply/](https://watermission.org/apply/)