



Service. Healing. Transformation.

## Events Coordinator

### About the Organization

One World Surgery (OWS) is a global nonprofit organization with the vision of a world committed to safe, timely and accessible surgical and primary care. One World Surgery's three cornerstone programs include operating global medical centers, leading medical missions, and supporting local medical communities through education and training. OWS funds and operates the world-class Holy Family Surgery Center in Honduras and the Saint Mother Teresa Medical Center in the Dominican Republic. Our mission is equally focused on providing access to medical care and igniting the spirit of service. We are dedicated to helping thousands of underserved patients receive surgical and primary care and helping hundreds of physicians, nurses, and others contribute to making a positive impact on global health.

At One World Surgery, our teammates are passionate about our mission; the work we do and the people we serve energize us. Our values guide how we perform our work, and they shape our organizational culture. We embrace a growth mindset, constantly learning and sharing knowledge (*Education*). We are committed to achieving ever-higher standards and impactful results (*Excellence*). We promote accountability and reliability, both personally and collectively (*Responsibility*). We seek opportunities to serve others (*Spirit of Service*) and treat others and ourselves with dignity, respect, and grace (*Compassion*). We foster a sense of community with our volunteers, partners, donors, and patients, valuing different perspectives and cultures (*Community*).

### Position Summary

The Events Coordinator is an organized, detail-oriented, passionate member of the Development Team who will provide day-to-day administrative support of planning and execution of a variety of events - Galas, golf outing, corporate, in-house parties, and donor events. This is an excellent opportunity for someone who is interested in growing their career in events, fundraising, and donor relations. The ideal candidate enjoys working in a fast-paced environment with a strong attention to detail while being forward-facing to committee members and key constituents of One World Surgery's events.

**Reports to:** Senior Manager of Events

### Key Responsibilities

#### *Event Planning (75%)*:

- Collaborate with the Senior Manager of Events to successfully execute One World Surgery's calendar of events from conception to completion

- Support the execution of silent and live auctions by coordinating solicitation efforts, tracking requests, reviewing in-kind donation entries, and creating item descriptions
- Coordinate and support event committees by scheduling meetings, preparing materials, tracking action items, and serving as a point of contact in partnership with the Senior Manager of Events
- Maintain event mailing lists, trackers, guest lists, and event-related data to ensure accuracy, organization, and timely communication
- Support sponsorship solicitation and communication by sending invoices, gathering company information, and tracking payments
- Research availability and estimates for third-party vendor relationships including venues, caterers, and AV
- Coordinate event supplies such as name tags, print items, gifts, and more
- Assist the Senior Manager of Events by fulfilling on-site event assignments to ensure all details of the event run smoothly and as planned
- Support post-event duties including donor stewardship, pledge follow-up, and reconciliation
- Serve as an active liaison with the attendees to ensure outstanding customer service

#### *Administrative (25%)*

- Review and ensure all event data, including names of attendees, volunteers, etc., is accurately entered into the Little Green Light (LGL) CRM database
- Track event expenses against budget and provide timely reporting to support evaluation of event performance and ROI
- Supports the creation and implementation of event marketing assets that align with event goals and broader organizational strategy
- Provide general administrative, donor stewardship, and logistical support to the Development team as needed, including responding to donor inquiries via phone and email and assisting with departmental operations and coordination

#### **Qualifications**

- 1 – 3 years of experience in nonprofit event management or similar environment preferred
- Interest in nonprofit sector and passion for service and global health
- Meticulous attention to detail and excellent organizational skills
- Displays success in being proactive as well as providing behind-the-scenes “hands-on” services
- Respectful of the sensitive and confidential nature of donor-related information
- A self-starter who can work independently on multiple projects and prioritize work
- A team player who is open to coaching and eager to develop and grow within the team
- Must be highly motivated and solution oriented with a high degree of integrity, ethics, discretion, and dedication
- Direct experience working with platforms such as GiveSmart, Constant Contact, InDesign, Canva, or other similar platforms
- Ability to travel for in-person events (approximately 4-6 per year), organizational and team retreats (approximately 2 per year), and additional international travel as needed

**Location:** Fully remote, may be located anywhere within the United States. Preference for candidates based in Denver, Chicago, or Minneapolis/St. Paul, and within 1 hour of a major international airport.

**Status:** Full time. Exempt from the provisions of wage and salary regulations.

**Salary range:** \$55,000-\$65,000/year

**Benefits:** One World Surgery offers a competitive benefits package including group medical, dental, and vision plans; 401k with enhanced 4% employer match; employer paid life insurance; voluntary short and long-term disability insurance; Employee Assistance Program; 8 paid holidays; and unlimited Paid Time Off.

*One World Surgery is an Equal Opportunity Employer and provides equal employment opportunities to all candidates without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other legally protected characteristics. One World Surgery is committed to providing reasonable accommodation, as required by law.*