



**TACA – The Arts Community Alliance
Job Description
Development and Event Coordinator**

About TACA

TACA – The Arts Community Alliance – supports excellence and impact in the arts through grant-making, capacity building, and thought leadership. We envision an innovative, inclusive, sustainable cultural sector, recognized for its essential contribution to a vibrant, prosperous community. For over 50 years, we have worked to establish North Texas’ cultural community as one of the strongest in the nation. Originally founded in 1967 as an annual charity event, we have become a valued arts funding and service organization, providing an array of grant funds and innovative service programs. Our growing investment in the arts translates to new premieres and productions, impactful residencies and community initiatives, and more opportunities for artists and audiences to connect – all making Dallas a great place to live and work.

Job Summary

The TACA Development and Event Coordinator will assist in the strategic conceptualization of TACA’s events and will develop and execute event plans working within both budget guidelines and the guidelines related to organizational goals. Reporting to the Director of Development, this individual will bring a thoughtful new perspective to TACA’s approach to event design and will be confident, meticulous, and cool under pressure while assisting with the varied aspects of donor relations in conjunction with events and other development aspects.

Duties/ Responsibilities

Development:

- Work with the Development Director on maintaining accurate donor records and event records with event software.
- Assist with the preparation and execution of any presentations for development-related endeavors.
- Assist with sponsorship goals and related marketing materials.
- Assist with research for potential sources of underwriting, and concepts and presentations for acquisition or the strategic remodeling of TACA’s giving programs.
- Manage the recurring Development Committee meetings and maintain meeting minutes.
- Assist with the management of grants deadlines calendar and upcoming underwriting opportunities.

Events:

- Consult with Director of Development to assess and understand the needs for a blend of small to medium events (50-150 attendees) and large events (500-900 attendees).
- Develop event plans with TACA team, Volunteer Chairs and Committees; Coordinate Committee meetings about event plans/progress; maintain meeting minutes
- Participate in the fund-raising, underwriting necessary for events and other development programs.
- Manage estimates and layouts of all events and negotiate contracts for venues, vendors and entertainment with dates, times, and spaces.

- Ensures that events meet legal, safety, and health requirements and regulations; obtains necessary permits from city events department, and fire, police, and health departments.
- Coordinate event registration process for attendees.
- Coordinate transportation for guests, attendees, and speakers, or talent as necessary.
- Manage all administrative duties and details associated with the event including financial operations, distribution of promotional materials, and responding to inquiries from guests, event co-chairs and vendors.
- Maintain current knowledge of event planning standards and trends while deepening the organizations network of event partners and professionals.
- Manage on-site affairs before, the day of, and after the event, including adherence to event timelines and oversee event load-in/load-out.
- Perform other event-related duties as assigned.

Qualifications:

- Bachelor's degree in either Hospitality, Meeting and Event Planning, Marketing, Public Relations, or related fields preferred.
- Two years of experience in events preferred.

Skill Requirements

- Excellent verbal, written, and interpersonal communication skills.
- Excellent organizational skills and data-driven with meticulous attention to detail.
- Excellent time management skills and prioritization skills with a proven ability to meet deadlines.
- Creative and effective problem-solving skills.
- Ability to work well under pressure and respond to problems. Ability to assist donors and vendors with a calm, courteous, and helpful manner, and attitude.
- Thorough understanding of legal regulations and permits required for events.
- Proficient with Microsoft Office Suite and Blackbaud products, including Event Manager programs.
- An interest in or familiarity with the cultural arts.
- Must be able to stand and walk for long periods of time during events and lift up-to 25 pounds.
- Must be able to work a variety of hours to accommodate events.

Organizational Responsibility

Reports to the Director of Development

Interested applicants should send a cover letter, resume, and salary requirements to info@taca-arts.org.

We kindly ask that you do not call our offices.

Disclaimer: TACA is an Equal Opportunity Employer. TACA is committed to the equal opportunity of all employees and applicants without regard to race, religion, color, gender identity, ethnicity, age, national origin, sexual orientation, disability status, veteran status or any other category protected by applicable law. All offers for employment with TACA, Inc. are contingent upon the candidate having successfully completed a criminal background check.