Luther Burbank Center for the Arts
Job Posting

Job Title: Donor Events Coordinator
Department: Development Department
Reports To: Director of Development
FLSA Status: Non-exempt
Location: Santa Rosa
Hourly Rate: $24 per hour

Luther Burbank Center for the Arts is a fascinating and rewarding workplace, offering a diverse and inclusive community of belonging. We strive to enrich the lives of all North Bay residents through diverse arts programming, including the students and teachers in our schools through our education and engagement programs. We are an Equal Opportunity Employer. We proudly value and encourage professional and personal growth to expand your skills and expertise.

Snapshot of the Role
In this critical role, you will coordinate and implement events for the LBC’s Development Department. You will engage with multiple departments and vendors with a keen eye on details and exceptional communication skills. Working with our high-functioning development team, you will build interpersonal relationships and keep things running smoothly by handling administrative tasks. Some events may require working evenings and weekends.

Measures of Success
- Demonstrate a people-first attitude to our internal and external partners
- Commitment to high-quality events that afford exceptional experiences for our guests
- Ability to show creativity, collaboration, and adaptability to any challenge
- Adept with events-related technology
- An eye for details and organizational skills are your super powers

All the duties and responsibilities you are entrusted with:
- Collaborate with the Development Department team to ensure clear, timely communication with vendors and LBC departments
- Coordinate and implement the majority of the events for the department, including smaller monthly events and larger annual events
- Manage budgets and track expenses associated with each event along with guest communications, day-of operations and post-event tasks
- Ensure accurate prioritization and organizational clarity
- Proactive and responsive communication with other departments
- Act as administrative support for the team

What Matters Most in this Role
- Willingness to learn
- Prize accuracy, clarity, and attention to detail
- Display personal integrity
- Demonstrate a desire to earn the trust and respect as a contributing team member
- Devotion to the mission of LBC
- Demonstrate tact and diplomacy in dealing with confidential matters
- Communicate in a respectful manner especially during difficult situations

How to Apply and Further Information:
To apply, please submit a short cover letter and your resume in PDF format to HR@lutherburbankcenter.org using the job title in the subject line. A detailed job description is available upon request.