



# MISSION

## WACO | WORLD

<b>Job Description</b>	
<b>MWMW Position Title:</b> DIRECTOR OF EVENTS AND COMMUNICATION	
<b>Staff Group:</b>	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Operations/General Staff <input checked="" type="checkbox"/> Program Director <input type="checkbox"/> Program Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
<b>Immediate Supervisor(s):</b> Associate Executive Director of Advancement	
<b>Tasks also assigned by:</b> MWMW Executive Team	
<b>Immediate Subordinates:</b> Social Media Coordinator (part-time). Assigned Work Study students, interns and volunteers.	
<b>Status:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	<b>Position Originally Created:</b> 2023 <b>Date Last Revised:</b> 3/24/2026
<b>Hours Per week:</b> Full time; Exempt from overtime. Hours are generally during work week, though some evenings and weekends related to event management.	
<b>General Summary:</b> The Director of Events and Communication works with the Associate Executive Director of Advancement to ensure excellence in executing fundraising events and in communications and public relations.	
<b>Critical Functions and Responsibilities</b>	
<b>1. FUNDRAISING EVENTS</b> a. Coordinate all aspects of fundraising events and activities from planning to execution including Golf Tournament, Style Show, Champs Breakfast, and the Annual Fundraising Banquet b. Oversee the events budgets and ensure alignment with overall Advancement goals c. Collaborate with Advancement Team to implement donor engagement strategies connected to events d. Support Assoc. Exec. Dir. of Advancement by ensuring timely and meaningful recognition and stewardship of event underwriters and sponsors across all event platforms (print, digital and social media) e. Maintain organized records and tracking of sponsor benefits, recognition elements and post-event acknowledgments	
<b>2. PUBLIC AND MEDIA RELATIONS</b> a. Build and maintain relationships with local and regional media outlets b. Assist with drafting press releases and creating media kits	
<b>Additional Functions and Responsibilities</b>	
1. Provide additional support to the Advancement team to promote the overall mission of the organization including assisting with donor stewardship. 2. Participate in Giant Worldwide Leadership/Communication Development Curriculum as offered by MWMW 3. Provide support and direction to advancement office interns 4. Attend monthly all-staff meetings and program director meetings	

*The functions and responsibilities contained in this Position Description are not all inclusive. Other duties and requirements may be assigned at any time in the Advancement program area.*

<b>Requirements/Preferences</b>	
<p><b>Minimum skills and knowledge required:</b></p> <ol style="list-style-type: none"> <li>1. Microsoft Word, Excel, PowerPoint, Canva</li> <li>2. Organizational and project management skills; ability to manage multiple priorities</li> <li>3. Knowledge of Social Media tools</li> </ol>	<p><b>Skills and knowledge preferred:</b></p> <ol style="list-style-type: none"> <li>1. Proven success in planning and executing large-scale fundraising or community events</li> <li>2. Proficiency in digital marketing platforms like Adobe Illustrator and InDesign</li> <li>3. Graphic Design Experience</li> <li>4. Familiarity with Christian Community Development principles</li> </ol>
<p><b>Minimum previous experience required:</b></p> <p>1-2 years in event management and marketing experience</p>	<p><b>Previous experience preferred:</b></p> <p>3-5 years of experience in communications, marketing or event management</p>
<p><b>Minimum education required:</b></p> <p>Associate's degree</p>	<p><b>Education preferred:</b></p> <p>Bachelor's degree in communications, marketing, public relations, nonprofit mgmt. or related field.</p>
<p><b>Minimum communication skills required:</b></p> <ol style="list-style-type: none"> <li>1. Must have excellent interpersonal skills – able to communicate appropriately and compassionately under pressure</li> <li>2. Represents Mission Waco's values with all donors, volunteers, staff, vendors and program participants</li> </ol>	<p><b>Communication skills preferred:</b></p> <p>Professional writing, editing and storytelling skills</p>
<p><b>Behavioral, emotional, mental requirements:</b></p> <ol style="list-style-type: none"> <li>1. Must be a strategic thinker</li> <li>2. Mature Christian Faith</li> <li>3. Emotional maturity to deal with sensitive, confidential and/or secure information</li> <li>4. Passionate about Mission Waco's mission to empower the marginalized.</li> </ol>	
<p><b>Other requirements:</b></p> <ol style="list-style-type: none"> <li>1. Able to keep flexible hours.</li> <li>2. Some physical lifting (generally up to 25lbs).</li> <li>3. Ability to serve in a fast-paced, high-pressure environment with a willingness to adapt to changing priorities and needs.</li> <li>4. A strong commitment to addressing issues related to poverty and serving under-resourced communities.</li> </ol>	

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