

Job Description – Events and Partners Coordinator

Job title:	<i>Events and Partners Coordinator</i>
Worksite Location:	Truckee, CA Office
Classification:	Full Time
Compensation:	\$74,000 per year
Effective Date:	TBD

The following reflects management’s definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

Job Purpose

The Event and Partners Coordinator helps bring the High Fives Foundation’s mission to life through the execution of impactful events that support a substantial share of the organization’s fundraising efforts. Working alongside the Events Manager, CEO, and trusted vendors, this role ensures events are thoughtfully produced, well-organized, and reflective of the High Fives community and values.

Key Duties and Responsibilities

Event Planning & Execution

- Assist in the planning, coordination, and execution of fundraising events, activations, and in-person programs that support the High Fives Foundation.
- Coordinate event logistics including agendas, food and beverage, décor, rentals, staffing, tent activations, travel, and post-event follow-up.
- Support on-site event operations to ensure a professional, organized, and successful experience for participants, partners, and guests.
- Participate in post-event debriefs and prepare event reports to evaluate outcomes and identify opportunities for improvement.

Partnership Relations

- Serve as the primary point of contact for event-related communications with donors, sponsors, community, retail, and event partners.
- Coordinate partner product requests, event deliverables, and sponsorship fulfillment.
- Support the High Fives Foundation's Five for Fives partnership program, including contract management, quarterly reporting, and ongoing partner engagement.
- Research and support new partnership opportunities and initiatives that strengthen community engagement and organizational growth.
- Collaborate with internal departments and approved vendors to ensure successful planning and execution of partnership commitments.

Marketing & Communications

- Organize and execute event-related email campaigns and marketing plans.
- Develop content for social media, print, web, and other promotional materials supporting fundraising events and partnership initiatives.
- Communicate event timelines, expectations, and project updates to internal teams to ensure alignment and accountability.

Logistics, Travel & Equipment

- Coordinate travel and accommodations for event staff and volunteers.
- Maintain, organize, inventory, package, ship, and track High Fives event equipment, promotional items, and prizing.
- Ensure all event logistics and equipment needs are prepared, delivered, and presented professionally.

Administrative & Data Management

- Maintain accurate attendee, donor, sponsor, and event records.
- Create, organize, and maintain spreadsheets, tracking documents, reports, presentations, and shared files using Google Workspace and Microsoft Office.
- Maintain organized cloud-based filing systems and perform data entry, recordkeeping, and documentation in accordance with organizational standards.
- Provide administrative support for event production, fundraising initiatives, reporting, and special projects as assigned by department leadership.

Team & Organizational Support

- Work collaboratively with the Events Team, CEO, internal departments, and approved external vendors to support the Foundation's mission.
- Demonstrate flexibility by handling special projects and additional duties as assigned.
- Foster a positive, professional, and collaborative work environment.

Required Skills & Qualifications

- Excellent verbal and written communication skills.
- Strong interpersonal and customer service skills with the ability to build positive relationships with donors, partners, volunteers, vendors, and staff.
- Exceptional organizational skills with strong attention to detail and the ability to manage multiple priorities.
- Proficient in Microsoft Office Suite and Google Workspace (Drive, Docs, Sheets, and Slides), including collaborative document management and cloud-based file organization.
- Experience creating reports, spreadsheets, presentations, and tracking systems.
- Ability to work independently, meet deadlines, and adapt to changing priorities in a fast-paced environment.
- Strong problem-solving skills, initiative, and a collaborative, team-oriented mindset.

Work Environment

At High Fives, we foster a culture where every team member and athlete feels part of something bigger. In this role, you'll be part of a close-knit team that works together to deliver high quality programs, events, and services that support our athletes and community, while also contributing to the day-to-day operations that keep the organization running smoothly and moving forward. Our work is hands-on and fast-paced, built on collaboration across departments, volunteers, and partners. You may spend time on-site at events and programs, supporting logistics and teammates

to help ensure each experience is meaningful and well-executed. While the work can be demanding at times, it's deeply rewarding work—helping athletes achieve goals, connect with community, and experience moments of growth and triumph. Every program you help run strengthens the impact of the High Fives Foundation Ohana.

Position Details

The Event and Partners Coordinator reports directly to the Events Manager and collaborates closely with other department managers as needed to ensure successful event execution and alignment with organizational goals. This is a full-time position, regularly scheduled for 40 hours per week, Tuesday through Friday, with hours and responsibilities adjusted as necessary to support travel, programs, and events.

Upon eligibility, employees are offered a comprehensive benefits package that includes medical, dental, and vision coverage, industry-specific benefits, paid time off, and recognized holidays. This package is designed to support the health, well-being, and work-life balance of our team members while enabling them to contribute effectively to the organization's mission.