Diocese of Nashville

https://dioceseofnashville.com/job/special-events-coordinator/

Special Events Coordinator

Hiring organization
Diocese of Nashville

Job Location
Nashville, TN

Date posted
November 24, 2026

Valid through
25.01.2027

Please submit your resume and cover letter in Paylocity here.

Description

The Diocese of Nashville seeks a qualified, mission-driven professional for the full-time position of Special Events Coordinator in the Office of Stewardship and Development. This role is responsible for planning, coordinating, and executing fundraising and donor engagement events, including Cor Iesu, the Advancement for Catholic Education (ACE) Dinner, Move Mountains Society events, and other diocesan initiatives. The position supports the Diocese's fundraising goals through event management, sponsorship coordination, donor engagement, and relationship building.

The Mission Support Office is located in the Catholic Pastoral Center in the Donelson neighborhood of Nashville. This position is generally on duty Monday through Friday during regular daytime business hours and requires occasional evening and weekend work, travel throughout Middle Tennessee, and attendance at diocesan events. This position reports directly to the Director of Annual Giving.

EVENT PLANNING AND MANAGEMENT

- Coordinate the planning, logistics, and execution of diocesan fundraising and donor engagement events, including Cor Iesu, ACE, Move Mountains Society events, and other diocesan initiatives.
- Develop and maintain event timelines, budgets, checklists, and production schedules to ensure successful event execution.
- Coordinate event venues, vendors, catering, audiovisual needs, décor, registration, seating arrangements, and other logistical details.
- Work collaboratively with event committees, chairs, volunteers, diocesan offices, parishes, schools, and external partners.
- Coordinate event sponsorships, including tracking commitments, payments, sponsor benefits, and recognition.
- Oversee the development and production of event materials, including invitations, programs, signage, scripts, and digital communications.
- Coordinate event setup, execution, and breakdown, ensuring a welcoming and professional experience for guests and donors.

ADMINISTRATIVE AND OFFICE RESPONSIBILITIES

- Prepare and monitor event budgets, track expenses and revenue, review invoices, and coordinate payments with appropriate diocesan offices.
- Manage event registration, guest lists, seating assignments, sponsorship records, and post-event reporting.
- Maintain accurate event and donor records in Raiser's Edge and Give Smart, including sponsorship commitments and donor interactions.
- Coordinate event-related communications and collaborate with diocesan staff on marketing and promotional materials.
- Maintain organized event records, documentation, and procedures to support continuity and ongoing improvement.
- Support donor engagement and stewardship efforts through thoughtful event experiences and timely follow-up.
- Carry out additional assignments required to fulfill the Mission of the Diocese of Nashville.

EDUCATION, EXPERIENCE AND QUALITIES:

- Bachelor's degree required.
- Minimum 2 years of event planning or coordination experience; nonprofit or fundraising event experience preferred.
- Experience coordinating event logistics, budgets, vendors, registration, and communications.
- Strong organizational and project management skills, with the ability to manage multiple projects, priorities, and deadlines.
- Ability to relate well and work effectively with a variety of constituencies, including donors, volunteers, vendors, clergy, and diocesan staff.
- Ability to work independently and collaboratively in a team environment.
- Excellent attention to detail, follow-through, problem-solving, and time management skills.
- Excellent written and verbal communication skills, with proficiency in Microsoft Office Suite and experience with Raiser's Edge and event registration platforms preferred.
- Flexibility to work occasional evenings and weekends and travel throughout Middle Tennessee.

How to Apply

Please submit your resume and cover letter in Paylocity here.