



Pine Tree Apple Tennis Classic
Role: Event Coordinator
Status: Contractor Position

Event Overview

The Pine Tree Apple Classic Fund (PTACF), a nonprofit corporation formed under Minnesota law in 2018, hosts the Pine Tree Apple Tennis Classic (PTATC). Historically, the PTATC is considered one of the premier, United States Tennis Association sanctioned mixed doubles tennis tournaments in the upper Midwest. Proceeds from this annual tournament benefit the cancer research program at Children's Minnesota. In its 34-year history, the PTATC has raised over \$5.8 million with funds focused on two rare tumor registries, publication of research papers and research to improve the physical and mental capability of children going through cancer treatment. Research funded by the PTATC has led to breakthrough findings and benefit children and families not just in Minnesota, but all over the world.

Job Summary

The Contracted Event Coordinator is a flexible, part-time position responsible for overseeing project management and successful execution of the PTATC in close coordination with the PTACF Board and PTATC Event Committee members, in order to achieve annual fundraising objectives. There are monthly responsibilities, with the busiest period being April-August, in preparation for the event held the first full weekend in August.

Primary Responsibilities

- Creating and maintaining overall event timeline and budget
- Facilitating monthly event committee meetings
- Sending out monthly agenda and taking meeting minutes at monthly Board meetings
- Setting up and maintaining Qgiv fundraising site and player fundraising pages
- Maintaining organization's website (ptacf.org)
- Creating and managing content for social media channels in conjunction with committee lead

- Maintaining a working relationship with vendors and venues to ensure high quality and timely support
- Maintaining volunteer list and schedule for weekend event
- Developing tournament program book in conjunction with committee lead
- Sending out donation tax receipts for offline donations
- Delegating event planning tasks to volunteers where appropriate
- Providing overall oversight of activities/tasks during the weekend event
- Coordinating Sponsor/Player Appreciation Party
- Organizing mailings (print and digital)
- Creating and updating sales and marketing materials
- Maintaining PTATC document repository and records management

Excluded Activities

- Securing new Event and Presenting sponsors
- Preparing annual tax filings
- Managing financials in QuickBooks system
- Contractor does not perform trademark, copyright, or regulatory clearance or review services; however, Contractor may acquire rights to photos, music, talent, content, likenesses, names, or graphics for use at the PTATC.

Functional Knowledge, Skills & Competencies

- Experience as a successful large fundraiser/event planner and organizer
- Excellent time management and communication skills
- Strong writing skills
- Self-starter and energetic
- Ability to problem solve
- Strong interpersonal and planning/organizing skills
- Ability to influence others and build cohesive teams
- Ability to make decisions and think in broad terms, considering the impact on the entire event
- Ability to juggle multiple responsibilities with deadlines; calm under pressure
- Proficiency with Google Office Suite
- Experience with Adobe Creative Suite (InDesign, Illustrator, Photoshop)

Qualifications and Requirements

- Bachelor's degree or relevant experience
- Previous event planning, marketing and communications experience
- Team management/influence experience

Travel

- Work from home office to complete daily work tasks
- Travel to Life Time White Bear Lake for monthly committee meetings (one evening/month)
- Travel locally as needed in prep for event
- Daily attendance at PTATC weekend event Thursday-Sunday (first weekend in August)
- Mileage should be included in quote

Attachment A: Responsibility Matrix

[See Excel spreadsheet attached]