

The City of Birmingham
Department of Community Development

Events Coordinator

Release Date: March 10, 2025

Project Overview

We are seeking an experienced events coordinator to facilitate and manage community development events and activities. The selected coordinator will play a key role in organizing and executing a variety of events aimed at fostering community engagement, promoting collaboration, and enhancing the overall quality of life for residents.

Background

The City of Birmingham Event Coordinator for Community Development is responsible for planning, organizing, and executing community-focused events that support the city's mission of fostering growth, inclusivity, and neighborhood engagement. This role plays a key part in bringing residents, local organizations, and city leaders together through meaningful and impactful events that promote community development.

The Event Coordinator designs and implements events such as Quarterly Community Development Days Out, Community Development week, Housing events such as groundbreaking, ribbon cuttings. They manage event logistics, coordinate with vendors and ensure each event aligns with the city's strategic goals for community development.

With a focus on accessibility and engagement, the coordinator utilizes creative event planning strategies to maximize participation, strengthen community ties, and highlight the city's commitment to enhancing the quality of life for all residents.

Scope of Work

1. **Event Planning:** Develop comprehensive event plans for a range of community development activities, including but not limited to workshops, seminars, festivals, volunteer initiatives, and fundraising events.
2. **Logistics Management:** Coordinate all logistical aspects of events, including venue selection, equipment rental, catering, transportation, permits, and staffing requirements. Ensure that events are executed smoothly and efficiently.
3. **Vendor and Sponsor Coordination:** Identify and secure vendors, sponsors, and partners to support event objectives and enhance the participant experience. Negotiate contracts, manage relationships, and ensure fulfillment of sponsorship obligations.
4. **Budget Management:** Develop and manage event budgets, including revenue projections, expenses, and cost controls. Monitor expenditures, track financial transactions, and prepare financial reports as needed.

Invoicing

All payments are made through grant funds and Federal funding. Please be advised that all funds are reimbursable. To be reimbursed you must have the following below:

- Business license with the City of Birmingham
- W9
- Transparency Form

Department Events

Community Development hosts on average about ten events a year

Below are some of the events hosted annually but could be other events:

- Quarterly Community Development Days out
- Community Development Week (annually)
- Housing events, groundbreaking, ribbon cuttings, etc.
- Resource fair
- Will clinics
- Partnering for Impact is a joint event with Economic development to showcase our impact.

Proposal Requirements:

Interested candidates are requested to submit the following information as part of their proposal:

1. Overview of relevant experience and qualifications in event planning, coordination, and/or community development. (30 points)
2. Submitting a sample work/portfolio demonstrates successful events or initiatives including sample event plans or timelines. (40 points)
3. Submit a detailed budget proposal for services requested in the RFP, including fees, expenses, and any additional costs. (20 points)
4. Please share the background of company staff, including years of experience. (10 points)

Submission Guidelines:

Proposals should be submitted electronically no later than to **March 28, 2025, 5pm** housingandcommunityinfo@birminghamal.gov. Late submissions will not be considered. All proposals will be evaluated based on questions and criteria from the committee such as experience, qualifications, approach, and budget.

Evaluation and Selection Process

Upon receipt of proposals, a selection committee will review and evaluate each submission based on the criteria outlined in the RFP. Shortlisted candidates may be invited for interviews or additional discussions. The final selection will be based on the coordinator's qualifications, proposed approach, and overall fit with our organization's needs and objectives.

Further Information

For inquiries or additional information regarding this RFP, please contact Porchia Rawls Porchia.Rawls@birminghamal.gov. We look forward to receiving your proposals and partnering with a skilled media consultant to support our community development efforts.