

Director of Special Events

- General Statement of Duties:** The Director of Special Events is responsible for raising funds through the planning, management and implementation of special events.
- Experience/Qualifications:**
- Six+ years of successful experience in developing and executing revenue-generating special events.
 - Four+ years of experience managing employees to success.
 - Demonstrated ability to provide strategic direction to the Special Events Team that compliments the entire development effort.
 - Experience creating and executing a strategic plan for growth.
 - Proven track record of leveraging opportunities, obtaining sponsors and motivating volunteers to increase revenue for existing events and drive revenue for new events.
 - Demonstrated ability to manage multiple tasks effectively and efficiently.
 - Demonstrated ability to provide superior customer service and apply sound judgment when dealing with donors and volunteers.
 - Superior organizational skills and strict attention to detail a must.
 - Comprehensive understanding of budgeting and accounting principles.
 - Excellent computer skills with knowledge of fundraising software.
 - Strong written and oral communication skills.
 - Ability to successfully work independently and in a team environment.
 - Enthusiasm, creativity, a positive sense of humor and a can do attitude.
- Supervised by:** Vice President for Development

Major Duties:

- Collaborate with the Vice President for Development to create and execute a strategic plan for growth for all of the special events.
- Directly manage the Special Events Manager and Associate Special Events Manager and collectively manage the Events team to success.
- Direct and engage in the planning and execution of all aspects of special events that consistently raise an increased level of revenue for the agency and/or meet other agency program objectives with in specific timeframes.
- Manage the interdepartmental collaborations necessary to make each event a success for the entire agency including but not limited to the development and production of all event marketing collateral following all agency and branding guidelines, the execution of event publicity and promotions and all programmatic pieces.

Director of Special Events, Continued

Manage all aspects of each event budget including forecasting, payment of expenses and collection of revenues/receivables accurately and timely.

Conduct pre and post-event reporting and analysis on all events.

Manage all high level strategic relationships with Committee Chairs, Committee Members and Board Members.

Prepare all reporting for Board Meetings, Executive Committee Meetings and any agency meetings as necessary.

Work with the Chief Development Officer, Vice President of Development and Annual Fund Manager to move transactional event donors toward mission based giving.

Strategically seek out opportunities to create Cultivation Events to enhance current events.

Insure that all Raisers Edge records are accurate and maintained to departmental and agency guidelines.

Work with the Operations Department to ensure smooth transfer of financial data including purchase order, invoices, receivables, and pledges.

Contribute innovative ideas and solutions to all agency events.

Provide staff support to the agency and/or Development Department as assigned by the Vice President for Development, Chief Development Officer and the President and CEO.

Participate in Agency events and perform additional tasks assigned by the Senior Director of Development, Vice President of Development, and/or the President and CEO.

Reviewed and Accepted by:

Candidate	Date
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Hiring Manager	Date
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Divisional Vice President	Date
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Human Resource Manager	Date
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