



Job Description

Job Title	Special Events Manager		
Reports to:	Development Director	Department:	Fund Development
Employee Type:	Full-Time	Classification:	Exempt
Supervisory Responsibilities:	None	Number of Employees:	0

Position Summary:	The Special Events Manager will develop and manage the overall vision and execution for all fundraising events. The Special Events Manager is responsible for managing the event budgets, marketing and communication and maintaining event timelines.
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Essential Functions

- Develop the overall planning and management of fundraising events to include: budget management; timeline; sponsorship acquisition and cultivation; event logistics; pre and post event follow up; and volunteer management
- Responsible for meeting event fundraising goals and objectives and providing a positive donor experience
- Coordinates the production and distribution of all event materials (invitations, programs, signage, etc.)
- Track and manage ticket sales and event sponsorships, solicitation mailings, capturing all event sponsor/donor information
- Under the direction of the Development Director, creates, maintains and fulfills all sponsorship packages
- Responsible for external event vendor management
- Responsible for all aspects of event auctions

Knowledge, Skills and Abilities

- Excellent written and verbal communication skills
- Superior attention to detail
- Exceptional interpersonal skills to build and manage relationships with donors, sponsors and staff
- Must possess strong oral presentation skills

- Ability to set and maintain budget and manage resources
- Excellent time management skills and the ability to multi-task
- A team oriented individual willing to assist where needed in the Fund Development Department
- Ability to work evening and weekend events

Education and Experience

- Bachelor's Degree in communications, marketing, business or related field.
- Minimum 3-5 years of fundraising events with a proven track record of executing successful events
- Raiser's Edge experience a plus

Physical Requirements*

While performing the duties of this job, the employee may occasionally be required to stand, walk and/or stoop for long periods of time. Mild physical labor may be required to complete the tasks at hand. Other physical demands coincide with the duties of a fundraising professional. The employee must occasionally lift and/or move up to 25 pounds.

***THAW will make reasonable accommodations necessary to comply with the ADA regulations.**

Travel Requirements

Some travel will be required for position. Must have reliable transportation, valid driver license and auto insurance.