



Title: Special Events Manager

Job Summary:

The primary role of the Special Events Manager, under the supervision of and in consultation with the Director of Development, is to coordinate all Women's Center special events and community based fundraising, and donor relation activities done on the Center's behalf.

Specific Job Functions:

- Serve as staff liaison with fundraising event committees
- Maintain the event databases used for the Gala and SafeWalk. Data entry of auction items and registration. Generate reports, exports and any other collection data as needed
- In coordination with the Development Team, maintain a comprehensive annual special events calendar
- Coordinate all facets of event activities, including contracts for goods and services
- Support event Chairs and sub-committees
- Serve as contact person for third party fundraising events benefiting the Center
- Manage event volunteers
- Coordinate fundraising and donor cultivation events associated with the enrichment campaign
- Organize thank-you events for fundraising event volunteers

Additional Responsibilities:

- Participate in professional development activities such as webinars and conferences
- Perform other duties as assigned to support the overall goals and activities of the development office
- Attend quarterly All Staff meetings
- Responsible to read emails and staff intranet in a timely manner to ensure you are up to date with current information pertaining to organizational activities/information
- Some travel may be required for this position

Qualifications

- Bachelor's Degree and a minimum of 3 years of experience in fundraising and special events activities
- Must have strong computer and internet skills, with high degree of proficiency in donor development systems, GiftWorks and Microsoft programs
- Demonstrated ability to manage confidential and privileged information with discretion
- Ability and willingness to relate to persons from diverse backgrounds
- Must have strong oral and written communication, interpersonal and organizational skills
- Ability to work as an individual as well as a team member
- Attention to detail
- Ability to be flexible and juggle multiple demands
- Willingness to attend event-related meetings and events outside of normal business hours as required

Accountability/Supervision:

The Development Director will supervise the Special Events Manager and provide guidance, oversight and evaluation of work performed on an on-going basis, with written evaluation provided annually.

Hours of work: 35 hours/week

Classification: Full-Time, Non-Exempt

Annual Salary: \$40,000 - \$45,000

Updated May 2018