

The Brookwood Community

Job Description

Job Title:	Special Events Manager
Department:	Advancement
Reports to:	Chief Advancement Officer
FLSA Status:	Exempt
Schedule:	Typically 8:30 a.m. to 5:30 p.m. Monday through Friday, with occasional weekends and evenings depending on event schedule.
Annual Salary:	\$48,000-\$56,000, DOE

SUMMARY:

Plans and executes fundraising, cultivation and stewardship events to raise funds and promote the mission of The Brookwood Community to diverse audiences

Key Responsibilities:

- Annual Fall fundraiser
 - Develops and executes a solicitation plan for the annual “peer-to-peer” fundraising program that typically raises over \$900,000 annually for Brookwood. This includes developing event theme; recruiting, training, assisting and reporting to teams of volunteer fundraisers; planning and implementing event logistics and communication collateral; soliciting gift-in-kind donations from vendors; soliciting and stewarding donors; planning & facilitating logistics and awards program; and planning and coordinating celebration event at the end of the fundraising program in the spring
- Biennial Luncheon or Gala
 - Working closely with Brookwood leadership and volunteer committee, develop and execute a fundraising plan for the Biennial Luncheon (even-numbered years) or Gala (odd-numbered years) that typically raises \$750,000. Manage logistics, vendors, collateral and mailings; working closely with Development team members, board members, and event chairs to identify prospects and execute solicitation strategy, including host committee, underwriting, invitations, and pledge collection. Research and solicit in-kind sponsors for event-related goods and services; coordinate with technical providers and venues; manage budgeting, financial reporting, and evaluation of event.
- Cultivation and Stewardship events
 - Working closely with Brookwood leadership, plan and implement donor cultivation and stewardship events (non-fundraising); including annual Open House, tours, lunches, dinners.
- General duties
 - Prepare materials and reports for special events committees, Development Committee, and Board meetings; Assist with identifying prospects and developing solicitation and stewardship strategies; update donor actions in Raisers Edge. Ordering and stocking inventory of supplies for events.

Competencies:

- Knowledgeable of technology for online/peer-to-peer fundraising process
- Ability to work well with volunteers, initiate and grow internal and external relationships, and develop mutually beneficial partnerships
- Ability to organize and execute multiple tasks, meet deadlines and attain goals
- Comfortable with making solicitations for in-kind and direct financial support for events
- Possess strong written and oral communication, ability to persuade and inspire through communication
- Ability to work well in a high-energy work environment with a variety of staff and stakeholders
- Maintain composure during potentially stressful situations

Qualifications:

- Bachelor's degree preferred
- 3+ years' experience in fundraising, special event planning required
- Experience using a donor database management system (Raiser's Edge preferred)
- Strong computer skills, including technology for online/peer-to-peer fundraising; working knowledge of Microsoft Office products
- Ability to work some evenings and weekends
- Ability to lift 20+ pounds
- Reliable transportation