



**SPECIAL EVENTS MANAGER
JOB DESCRIPTION SUMMARY
REPORTS TO: CHIEF DEVELOPMENT OFFICER
APRIL 2017**

I. BASIC FUNCTION AND PURPOSE OF THE POSITION:

The Special Events Manager is responsible for planning and implementing the League's Centennial Gala planned for October 2018, and for creating and implementing an annual fundraising gala for the League in subsequent years. The Manager will serve as the liaison to the Centennial Gala Committee and support the Committee's fundraising efforts. Post Gala, the Manager will lead the formation of a volunteer events committee that will be engaged to plan and execute an annual fundraising event. The Manager will also plan and execute the League's Annual Meeting of the Council and other Council gatherings, the annual stewardship events for the individual and corporate giving programs, and the major Centennial Campaign events including the public launch and the Campaign celebration event at the conclusion of the Campaign.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

Working under the direction of the Chief Development Officer, the Special Events Manager will conceive, plan and execute a range of events each year and will guide the creation of a new volunteer events committee comprised of high-profile community volunteers.

➤ **Event Management**

- Manage all aspects of planning and executing the annual fundraising gala, Annual Meeting of the Council, and annual Canopy Club and Redwood Leadership/Legacy Circle events
- Develop and manage event budgets
- Contract with vendors such as hotels, caterers, designers, rental companies, printers, and mailing houses
- Coordinate all internal event logistics involving League staff
- Serve as the primary contact both internally and externally for matters related to events
- Coordinate the promotion of events through the local media
- Manage event solicitations (individual and corporate) with volunteers and development program managers
- Write and produce solicitation materials for individuals and corporate sponsors

➤ **Volunteer Management**

- Provide support to leadership of all events
- Support the annual gala committee chair(s) in the formation of the event committee
- Arrange committee meetings, take and publish meeting minutes, facilitate follow-up actions
- Engage volunteers in event fundraising and planning as appropriate
- Provide guidance and support to volunteers hosting events in their homes or other venues

➤ **Event Vendor and Donor Stewardship**

- Manage ongoing relationships with vendors and in-kind event donors
- Coordinate within the development department to ensure that event donors are acknowledged and included in recognition and stewardship activities

III. QUALIFICATIONS:

- Bachelor's degree or comparable experience.
- Five or more years of special event fundraising experience required.
- Experience working with high level volunteers and donors required.
- Strong verbal and interpersonal communications skills.
- Strong writing and editing skills (writing sample may be requested).
- Organized and efficient, capable of managing multiple projects with competing priorities to the highest standards in a timely manner.
- Accurate and impeccable attention to detail.
- Proactive self-starter requiring minimal supervision, but also works well on team.
- Proficient with Microsoft Office, basic publishing software such as Adobe Photoshop and InDesign, and Raiser's Edge (or equivalent database).
- Strong commitment to the mission of Save the Redwoods League.

IV. SUPERVISORY RESPONSIBILITIES:

- None

V. WORKING CONDITIONS/PHYSICAL EFFORT:

- Limited travel, predominantly within California.
- Some weekend and evening responsibilities.
- Valid driver's license and safe driving record.
- Regularly sits at a desk or computer workstation.
- Frequently moves about the office to collaborate with colleagues.
- Frequently walks on uneven ground while working off-site.
- Occasionally lifts, carries or otherwise moves and positions objects weighing up to 30 pounds.