



Special Events Manager

JOB DESCRIPTION

Department: Development

FSLA Status: Exempt

Job Status: Full-time

Reports to: Development Director

Work Schedule:

8:30 a.m. – 5:30 p.m. Some evening and weekend hours required for special events or to meet fundraising objectives. (As an exempt employee, one can reasonably expect to work more than the core hours stated.)

MISSION STATEMENT

To enhance the lives of those who have experienced the death of a loved one.

POSITION SUMMARY

In collaboration with the Executive Director and the Development Director, the Special Events Manager is responsible for coordination and execution of all Bo's Place special events through cultivation of individual and corporate support.

RESPONSIBILITIES

Gift Entry and Acknowledgment

- Ensure event donor recognition/activity is tracked accurately in Donor Perfect.
- Ensure timely acknowledgement of special events gifts

Marketing/Communications

- Engage program staff to provide stories that capture the impact Bo's Place programs have on bereaved children and families to share with event attendees.
- Develop marketing plan for special events.
- Assist Development Director in developing marketing and communications materials that include annual report, videos, newsletters, direct mail solicitations, press releases, web presence and promotional materials with the Communications Director

Special Events

- Serve as lead staff for the development, promotion and execution of all special and third-party events including but not limited to: Hearts of Hope Luncheon, Houston Marathon, and Hats, Hearts, & Horseshoes: A Kentucky Derby Affair.
- Responsible for planning, coordinating, and organizing special events for Bo's Buddies Members and Bo's Buddies fundraising events.
- Coordinate with Volunteer and Outreach Coordinator to cross market fundraising events with volunteer opportunities.
- Work with event committees to implement the vision.



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- Write and prepare all proposals, underwriting letters, event communications, and PowerPoint or other presentation materials.
- Seek and secure sponsorships, underwriters, in-kind goods and services and other gifts.
- Manage live and silent auctions, raffles, and games at events including the solicitation, acknowledgement of, marketing of event add-ons, and ensure fulfillment to the winner(s).
- Acquire and negotiate with vendors and process invoices, contracts, and purchase orders.
- Supervise event vendors day of the event.
- Coordinate with Volunteer and Outreach coordinator to support events as needed.
- Manage event wrap-up including reconciliations with finance and thank you gifts.
- Maintain up-to-date files and lists in Donor Perfect on underwriters and general donations for special events.
- Maintain appropriate event materials and correspondence in accordance with Bo's Place data retention schedule.

General Fundraising

- Represent Bo's Place at appropriate community events.

Administrative Responsibilities

- Manages, with Development Director, event committee meetings and participates in other meetings as required.
- Attends and staffs special events and fundraising outreach events, community events, as requested.
- VIP travel coordination for guest speakers.
- Inventory management in relation to auction acquisitions/raffles
- Prepare, manage, and report on event budgets vs outcomes.
- Prepare event cash flow projections.
- Oversee collection of pledges and recommend write-offs to Development Director.
- Performs other duties as requested.

QUALIFICATIONS

Competencies

- Responsible – Ability to be held accountable or answerable for one's conduct.
- Reliability – The trait of being dependable and trustworthy.
- Organized – Possessing the trait of being organized or following a systematic method of performing a task.
- Honesty/Integrity – Ability to be truthful and seen as credible in the workplace.
- Ethical – Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Detail Oriented – Ability to pay attention to the minute details of an event, a project or task.
- Business Acumen – Ability to grasp and understand business concepts and issues.
- Accuracy – Ability to perform work accurately and thoroughly.



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- Accountability – Ability to accept responsibility and account for his/her actions.
- Team Builder – Ability to convince a group of people to work toward a goal.

SKILLS & ABILITIES

Education

Bachelor's degree (four-year college): Preferred Field of Study: Marketing, Communications, Non-Profit Administration or Business Administration

Experience

3+ years of full-time professional and progressive experience in non-profit special events planning and execution.

Computer skills

Proficiency with Microsoft Office Suite, specifically Microsoft Excel and Word. Donor database software, DonorPerfect preferred or willingness to learn. Photoshop skills preferred for event design mockups, layouts, etc.

Must have great attention to detail and ability to handle multiple projects while maintaining an outstanding standard of quality and accuracy in completion of job functions.

Strong interpersonal skills and tact in interacting with a diverse group of individuals.

Excellent written, verbal, and organizational skills.

PLEASE EMAIL RESUME TO: info@bosplace.org



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