

## Position: Special Events Director

## Supervisor: VP of Development

### Position Description:

This position is accountable for coordinating and implementing cost-effective fundraising events. With appropriate volunteer support, this position is accountable for meeting fundraising goals and for coordinating and implementing assigned special events. This position acts as liaison between PADV, its volunteers, and the local community by recruiting volunteer and corporate participation and sponsorship for PADV Special Events.

### Roles and Responsibilities:

- Have financial accountability for raising a minimum of \$750,000+ annually through three key events: Hearts with Hope, Teen Summit and The Women in Action Forum.
- Responsible for building and planning organizations additional special events the agency decides to implement.
- Develop and maintain working relationships with corporate partners and organizations to raise funds. Actively participate in securing new sources of revenue as well as retain and/or increasing existing sources.
- Develop overall plan and implementation for special events, including income and expense budget and volunteer structure.
- Recruit, orient, train, and monitor performance of event volunteers that meet or exceed fundraising goals. Develop and implement events to recognize, reward and motivate successful volunteers.
- Manage and provide leadership to volunteer committees on each event to ensure that committee members are fully supported and accomplish tasks required for successful event.
- Solicit new sponsorships.
- Prepare and maintain accurate records/data to evaluate event status, cost-effectiveness and profitability.

### Minimum Qualifications:

- 3 +plus years of professional experience in fundraising with demonstrated success in special events (managing and forging relationships with multiple donor sources).
- Tangible experience of having expanded and cultivated existing donor and volunteer relationships over time.
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships.
- Able to demonstrate successful fund raising experience including knowledge of sales best practices and current trends.
- Able to read, comprehend and analyze financial goals and fundraising reports and generate required reports on a timely basis.
- Able and willing to travel extensively throughout assigned geographic area and to work evening; mornings and weekends as necessary.
- Ability to work both independently without close oversight, but also a team player who will engage in a positive and relationship building manner with others at varying levels of seniority within and outside PADV.
- Positive attitude with high energy and passion for PADV's mission.
- Customer-focused approach to fundraising and donor cultivation.
- Bachelor's degree and Cogent background check required.
- Working knowledge of Raiser's Edge