

## **Easterseals DuPage & Fox Valley**

**FOR:** Policy & Procedure Manual  
**SECTION:** Personnel  
**RE:** Job Description  
**POSITION:** Special Events Manager  
**REPORTS TO:** Vice President of Development  
**STATUS:** Exempt

**PURPOSE:** To manage and implement all aspects of fundraising and non-revenue events, with emphasis on solicitation of new, returning donors and sponsors.

### **MISSION STATEMENT:**

*To enable infants, children and adults with disabilities to achieve maximum independence, and to provide support for the families who love and care for them.*

### **ESSENTIAL FUNCTIONS:**

1. Coordinate and execute all center events to include, but not limited to: Annual Gala, Bike for the Kids, Children's Showcase, Photo Exhibition, Run for the Kids and other events. Develop event plans and ensure successful accomplishment of financial and operational goals. Provide leadership for all facets of events.
2. Responsible for all aspects of event production including timeline, site logistics, coordination of printed materials, online fundraising elements, peer-to-peer fundraising, managing staff/volunteers and all other aspects to create a successful event. Accountabilities include budget development, purchasing decisions, and contract review for venue, catering, entertainment, floral, décor and printing.
3. Actively solicit donations, sponsorship and underwriting for all events. Work with and coordinate with development staff members calling and prospecting for new leads, securing repeat donors and increasing donors' levels of giving.
4. Develop, manage, empower and motivate volunteer event committees.
5. Serve as organization liaison to support, identify, recruit and develop Associate Board Members. Oversee Associate Board and third-party events.
6. Work with the Vice President of Development to identify and cultivate individual donors participating in events with the anticipated goal of converting to annual donors or major donors.
7. Maintain a positive professional relationship with team members, Center staff, Board members, volunteers, donors, Center parents and clients.
8. Adhere to Easter Seals DuPage Code of Ethics. Comply with all Federal, State and local laws and regulations. Work is performed consistent with established Easter Seals DuPage & Fox Valley's Mission, Values, and Philosophy.
9. Support and work with Development Committee and Board of Directors when appropriate.

**QUALIFICATIONS:**

1. Bachelor's Degree
2. Three - five years of special events and/or sales and/or marketing experience
3. Produced a minimum of two special events with net revenue/budget over \$50,000
4. Exceptional organizational, project management and time management skills
5. Strong verbal and written communication skills; ability to translate messages across media
6. Proactive, self-directed, and goal-oriented
7. Strong capacity to understand and share the organization's mission and vision
8. Proficient in Microsoft Office 365. Experience with Blackbaud tools, Constant Contact, Adobe Suite, peer-to-peer fundraising tools and social media integrations encouraged. Experience with Raiser's Edge database system a plus.
9. Experience running online fundraising campaigns and virtual events preferred

**REQUIREMENTS:**

Unless exempted by the Americans with Disabilities Act, all persons hired for this position are required to perform the following essential functions:

1. Lift up to 40 lbs. on an as-needed basis
2. Perform the basic life operational functions of talking, hearing, vision
3. Perform repetitive motions (i.e. computer keying and/or dialing phone)
4. Sitting for long periods of time followed by long period of standing and walking
5. Evening and weekend hours are required.

This position requires exposure to the following environmental factors:

1. Daily contact with domestic and industrial cleaners;
2. Exposure to variable noise levels;
3. Occasional contact with noxious smells;
4. Frequent exposure to communicable illnesses

Updated 4/03  
Revised 10/17/06  
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