

**Title:** Development Manager- Special Events

**Reports to:** Director of Development

**Overview:** Responsible for the ultimate execution of all fundraising events handled by the Development Department including logistics, vendors, and overall event management. Is responsible for cultivating and stewarding corporate and event related donors that these events bring into the organization.

**Responsibilities:**

**Event Management (80%)**

- Manages several special events annually including the fall Gala and major donor events throughout the year, working directly with volunteer event chairs.
- Coordinate event logistics, including registration and attendee tracking, presentation and materials support and pre- and post-event evaluations
- Organizes Gala planning meetings and manages Gala logistics in coordination with the Director of Development and the Gala Chair(s)
- Manages event facilities and details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional materials
- Responsible for all communications and networking in support of special events, and assists with development of new opportunities to build community awareness
- Tracks special event fundraising goals, budgeting, and accounting
- Coordinates logistics and contracts with all event vendors, speakers and talent, and secures in-kind event donations
- Coordinates with ED to ensure proper staff resources are allocated to events
- Trains and manages special event interns on an ongoing basis
- Manages event timelines and ensures deadlines are met
- Participates in all efforts to publicize events including edit and design promotional materials
- Proactively handles and troubleshoots emerging problems on event days
- Conduct pre- and post – event evaluations and report on outcomes
- Research market, identify event opportunities and generate interest

**Development Responsibilities (20%)**

- Creates and manages donor portfolio to help the Team identify potential individual donors from the corporate and event attendee lists.
- Provides input on stewardship strategies to ensure seamless transition between fundraising events and stewardship activities.
- Manages event-related donation processing and acknowledgment.

**Position Requirements**

- Bachelor's degree and 3-5 years of proven fundraising event management experience
- Portfolio of previously managed fundraising events
- Experience in planning and implementing events including expertise in attracting sponsorships
- Proven track record in developing and implementing promotion plans; marketing expertise associated with fundraising events
- Experience working with executive, donors and volunteers and managing, supervising and orientating people for events
- The ability to work well independently on several projects concurrently, and possess excellent communication, organizational and creative thinking skills
- Excellent interpersonal skills, ability to work independently and as part of a team
- Must be able to establish, track, and meet deadlines under pressure
- Sales skills and ability to build productive business relationships
- Strong initiative and customer service orientation
- Knowledge of fundraising database systems preferred but not required

Applicants should email a cover letter and resume to [jobs@rockcreekconservancy.org](mailto:jobs@rockcreekconservancy.org).  
No calls please.