



Job Title: Manager, Community Events

Reports To: Chief Development Officer

Department: Development

FLSA Status: Exempt

Effective Date: January 2020

Job Summary:

Functioning as a member of the Development team, the Community Events Manager supports the mission of Camp Boggy Creek by planning, implementing and managing all aspects of the following:

- ❖ Camp Boggy Creek Challenge Ride
- ❖ External (3rd Party) Events
- ❖ Clubs and Organizations

This position ensures funding by developing and implementing strategies relating to both internal and external special events, peer to peer fundraising, volunteer recruitment and management, corporate sponsorship, and logistics. This position will also coordinate presentations and tours for Clubs and Organizations. This position works within an event team structure that includes the Special Events Manager and Event Interns.

Essential Duties & Responsibilities:

- Provide oversight, preparation and manage the overall implementation of assigned major fundraising events.
- Develop action plans and implement successful strategies for enhancing internal events, increasing event participation, revenue growth, community awareness and volunteer engagement.
- Recruit, cultivate and manage event volunteers and committees to ensure a strong fundraising constituency to raise maximum revenue from major events.
- Work within Raiser's Edge to track and document all events planning, volunteers and donor activities as it relates to event revenue and management.
- Manage Raisers Edge Everyday Hero peer to peer fundraising website.
- Manage event guest information, as well any sponsorship proposals and follow-up
- Achieve event net income targets by operating within pre-approved budget projections.
- Ensure implementation of data collection including sponsorship and volunteer contact information, invoices, quotes, and follow-up activities with sponsorship packets.
- Coordinate vendors regarding event-related goods and services, serving as point person for all deliveries.
- Tracks event revenue towards goals and ensures timely and accurate reports to committee members and camp leadership.
- Provides ongoing event updates, progress reports, and other communication and correspondence to committee members, camp leadership and key participants
- Provide summaries/updates for annual reports, newsletters and Camp's website events pages.
- Oversee the timely fulfillment of all sponsor benefits and recognition items.
- Monitor acknowledgement policies and stewardship as appropriate for special event constituents.

Essential Duties & Responsibilities Continued:

- Provide Marketing & Communications Specialist with messaging for any activities that should be included on the Camp website, Camp Facebook, Twitter and Instagram and any other social media outlets
- Responsible for post-event thank you letters, gifts, and surveys to all donors and participants.
- Identify and cultivate individual donors participating in events with the anticipated goal of converting to annual donors or major donors.
- Maintain a positive professional relationship with volunteers, program staff and board members
- Obtain philanthropic support by directing and/or participating in individual and corporate solicitations where appropriate for event and annual gift revenue.
- Oversee timely and communicate of requests for support from other Camp Departments.
- Maintains ongoing relationships with the organizers of external events event, and works to develop and grow the external events program.
- Manage the speaker's bureau for clubs and civic organizations including, but not limited to schedule presentations, providing stewardship and cultivation.
- Provide tours for civic/community/event participants.
- Serves as the backup support and contact for the Special Events Manager.
- Perform other duties as assigned by the Chief Development Officer.

Qualifications:

Education & Experience:

- Bachelor's degree
- One to three years of experience and demonstrated track record in organizing special events.
- Strategic and creative thinker, proactive, driven, highly organized, demonstrated hands-on experience with proven ability to multitask, handle pressure, and meet deadlines with significant impact to the team's goals.
- Strong project management skills
- Demonstrated strong proficiency in written and oral communications
- Proven track record in retaining returning participants in events
- Strong interpersonal and team-building/working skills
- Strong skills in diplomacy, maintaining confidentiality, customer service, and professionalism
- Proficiency in Microsoft Office applications
- Experience in Raisers Edge
- Excellent communications, organizational and problem solving skills

Work Requirements:

- The position requires some weekend and evening hours. Travel throughout the state is required.
- This is a permanent full time position with significant time demands during events.
- This position requires physical activity including the ability lift and carry up to 25 lbs.