



Job Title: Manager of Special Events

Job Purpose:

The Manager of Special Events is integral to the success of Atlanta Ronald McDonald House Charities (Atlanta RMHC) and plays a vital role in advancing the goals of the Development Department.

This position reports directly to the Director of Special Events to help ensure all events are successful and goals are met. This position will focus on the management and execution of assigned special events, and provide support to the Director for signature annual events.

This position is responsible for coordinating and growing assigned signature events. The Manager of Special Events must be flexible, a strong written and verbal communicator, detail-orientated, high energy, and passionate about the Atlanta RMHC mission.

Qualifications and Job Requirements:

1. Bachelor's Degree in non-profit management or related field such as communications, public relations, marketing or business. Three to five years of proven experience within the non-profit sector in the area of fundraising is preferred. Experience with special events is required.
2. Exceptional project management skills with strong ability to manage multiple projects and meet multiple deadlines.
3. Excellent writing, editing, and presentation skills.
4. Ability to take direction and work independently.
5. Strict attention to detail is required.
6. Ability to think creatively and to take initiative in growing our special events and community engagement portfolio.
7. Polished in managing the expectations of leadership, management, colleagues, and external stakeholders.
8. Experience managing, inspiring and leading volunteer event committees with demonstrated successful outcomes.
9. Experience with donor stewardship activities, and ability to build and strengthen existing relationships and secure new event sponsors. Must be comfortable initiating and maintaining conversations with prospective supporters (cold calls, e-mails, letters).
10. Financial management skills, including experience creating and managing special event budgets.
11. Project management skills are critical.
12. Excellent computer skills and knowledge of Microsoft Office Suite with strong ability in Excel and Power Point; Experience with Raiser's Edge or other donor databases is a plus.
13. Ability to work evenings and weekends as needed, to execute events and reach goals.
14. Possess the following characteristics: compassion, tact, honesty, trustworthiness, flexibility, and professionalism.

15. Familiar with fundraising platforms such as Classy, GiveSmart, BidPal or the like.
16. Writing web copy and ability to make basic web updates a plus.
17. Must be excited about serving as a liaison internally and externally.

Essential Functions:

Special Events

- Manage and execute assigned special events and provide support to the Director for signature annual events.
- Create and manage event budgets, invoices, contracts, vendor agreements and sponsorships
- Steward event sponsors before, during and after the event.
- Work with Marketing/ Communications team to create event communication plans, collateral materials, ensure accurate and updated event website pages and social media calendars
- Solicit and track auction items with committees
- Execute solicitation strategy in coordination with Director of Special Events
- Build host/planning committee agendas, schedule committee meetings, and follow-up with action items
- Schedule site visits, tastings, etc.
- Design and maintain event pages for registration and day-of items through Classy

Other Functions

- Supports special event needs internally (board meetings, donor/stewardship events, volunteer appreciation, CEO fireside chats, etc.)
- Works closely with Marketing/Communications and Data/Finance teams
- Local travel in a 100-mile radius to attend meetings and events as needed
- Attend monthly Development team meetings and report on activities
- Enters contact reports, notes, activities, opportunities and other data in Blackbaud

Physical Demands

Maintain an office within Administrative Offices of ARMHC. Near visual acuity essential for reading, and ability to inspect event locations. Talking and hearing essential for communication. Ability to sit or stand for extended periods. Ability to lift 30 lbs. and transport such weight from one location to another.

Reporting Responsibility

The Manager of Special Events reports directly to the Director of Special Events of Atlanta Ronald McDonald House Charities and is evaluated annually.

DISCLAIMER

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other tasks be performed when circumstances change (i.e. emergencies, changes in personnel, workload, rush jobs, or technological developments).