Special Events Manager

Company: Teddy Bear Cancer Foundation
Date Posted: March 19, 2018

Teddy Bear Cancer Foundation
Special Events Manager Job Opening
Teddy Bear Cancer Foundation is seeking an experienced Special Events Manager to oversee and coordinate fundraising events and well as donor events and fundraising initiatives. Key areas of responsibility include fundraising and donor events; event marketing; event volunteer coordination; and managing event databases. Additionally, the Special Events Manager will support the Development Director and Executive Director to develop, implement, and manage other fundraising initiatives as needed. This position is full-time and exempt, with excellent benefits.

MISSION
Teddy Bear Cancer Foundation empowers families living in Santa Barbara, Ventura and San Luis Obispo Counties that have a child with cancer by providing financial, educational and emotional support. **www.teddybearcancerfoundation.org**

KNOWLEDGE, SKILLS & EXPERIENCE

Minimum of three years' experience special event coordination and execution.

Bachelor's degree required.

Superb organizational skills, flexibility, and detail-oriented with strong follow-through and ability to meet tight deadlines.

Strong communication skills, including public speaking and writing.

Experience working with volunteers, non-profits, and community-based organizations.

Excellent organizational skills and the ability to handle multiple demands.

Strong interpersonal skills and comfort making donor contacts and with gift solicitation.

Excellent written and verbal communication skills, including the ability to create effective and compelling donor materials. Ability to interact courteously and respectfully with TBCF peers, partners, volunteers, patients, and their families.

APPLICATION PROCESS
Please submit resume, cover letter, and salary requirements to eryn@teddybearcancerfoundation.org by Tuesday, April 3, 2018. No phone calls, please.