

The Living Desert Job Description

Job Title: Development Events Manager

Department: Development

Exemption: Full-time, Non-Exempt

Reports to: Chief Development Officer

Position Summary:

The Development Events Manager will work with the Senior Manager, Development, Chief Development Officer, President/CEO, Development staff, and appropriate Board and volunteer committees to progressively build the fundraising capacity of The Living Desert. The Manager plans, manages, and executes a program of fundraising, cultivation, and stewardship events. Key responsibilities include planning and analyzing cost-effective development events, coordinating and managing sponsors, vendors, employees, and volunteers for development events.

Specific Tasks:

I. Development Events Manager (45%)

- Develop and maintain a planning calendar for all donor-related fundraising, cultivation, and stewardship events, receptions, and gatherings for donors, members, and prospects.
- Create and maintain an event checklist and timeline for each event.
- Coordinate planning and progress meetings with the appropriate Development staff for each event.
- Secure in-kind donations and underwriting, when needed, to help cut costs and keep expenses minimal.
- Work with Marketing to create a communications calendar for events.
- Manage and coordinate the following aspects of each event: animal requests, entertainment, menu, rentals, lights, room reservation, IT/AV needs, set up, parking, photographer/videographer, security, shuttles, and any other details as directed by staff.
- Manage and encourage committees and volunteers. Enlist volunteers to help organize and work at events.
- Serve as the primary point of contact with TLD events staff.
- Create a budget for each event and stay within budgetary guidelines.
- Provide details of events to appropriate staff and volunteers.

II. Annual Gala Event Manager (40%)

- Serve as the Development Team leader of the signature Annual Gala event. This position interfaces with all constituents to produce a high-quality event for guests.
- Post-event, work with gift officers to identify prospects from guest lists for cultivation and moves management strategies, ensuring continuing relationships are developed.

III. General Fundraising Support (15%)

- Other related responsibilities as necessary to accomplish Department objectives and as assigned by the Senior Manager, Development, e.g., conducting private tours for prospects and donors. Steward and develop donors as assigned.

Supervisory Responsibility

- Supervise volunteers and other staff members during special events. Must have leadership experience and skills to successfully manage events.

Equipment Used: computer, copy/fax machine, golf cart, printer, scanner, telephone, two-way radio.

Specific Skills:

- Understanding of basic principles of Development and donor-based special events fundraising.
- Cultivating and stewarding donors in a membership-based organization.
- Proficiency with Microsoft Office software.
- Proficiency with constituent relationship management system databases.
- Outstanding organizational skills.
- Excellent written and oral communication skills.
- Ability to develop and work within an established budget.
- Ability to respond to and handle problems in a positive, service-oriented manner.
- Willingness to form professional networking relationships with other institutions and local businesses.
- Demonstrate kindness, cooperation, and strong team collaboration skills.
- Work in a department where hands-on participation is needed.

Physical Position Description:

ESSENTIAL PHYSICAL TASKS: Sitting at a workstation for limited periods of time; working on a computer for limited periods of time, standing, walking, sitting, bending, twisting, and reaching motions; occasionally carrying items weighing up to 50 pounds; driving a golf cart safely with guests. Able to stand/walk for extended periods of time, related to event management. Physical labor is required when setting up and breaking down for events.

TYPICAL WORKING CONDITIONS: Working in an office environment – no unusual exposures; working outdoors in extreme heat or moderate cold for periods of time; occasional work off-grounds in the community. This position may require sharing an office at some point during their tenure.

HOLIDAY/EVENING WORK: Regular holiday/evening work for special events, especially during “season”

TRAVEL: Occasional local and long-distance travel may be required.

Pay Rate: \$30.00 - \$33.00/hourly

Qualifications:

MINIMUM EDUCATION/CERTIFICATION REQUIRED: Bachelor’s Degree in a related field (hospitality, business administration, sales/marketing preferred) or equivalent Experience and/or Fund-Raising Certification (CFRE).

MINIMUM EXPERIENCE REQUIRED: Four years’ recent experience in development or business with an emphasis on administrative skills, customer service, and event planning.

SKILLS REQUIRED: Previous background should include demonstrated ability to work with others in developing donor relationships and special events for a business or nonprofit organization; must be excellent communicator, both verbally and in writing; demonstrated ability to deal appropriately with individuals from a wide range of backgrounds and experiences; well-versed in the protocols of fund development related to elevating donors to greater levels of giving (i.e., moves management); proficient working knowledge of fundraising database programs, and Microsoft Office applications (Word, Excel, etc.).

OTHER: Must hold a valid California driver's license and be insurable on The Living Desert's automobile policy.

I have read and understand this job description and am able to perform all tasks required for this position.

To apply for this position, please go to our website: <http://LivingDesert.org>