

**Job Title****Director of Special Events**

Salary Range: \$60K-\$65K

**Organization**

The Razorback Foundation, Inc. ("Foundation"), an independent 501(c)(3) non-profit corporation, raises private gifts to support the educational and athletic endeavors of the University of Arkansas Athletic Department. Through the generosity of our members and benefactors, the Foundation provides financial support to the Athletic Department to fulfill its vision to be the best, to achieve its mission of building Razorback Champions for life, and to meet its purpose of creating opportunities for Razorback student-athletes to have success academically, athletically, and in their personal development.

**Position Summary**

The Director of Special Events will be a vital member of the Razorback Foundation team and is critical to the mission of the Razorback Foundation to develop, cultivate, and steward benefactors of Razorback Athletics. This position will be responsible for planning, organizing, and executing all aspects of special events at a high level for The Razorback Foundation, Inc., and Razorback Athletics. This position will report directly to the Chief Financial Officer/Chief Operating Officer of the Foundation or his/her designee.

**Position Responsibilities and Essential Functions**

- Responsible for all aspects and the overall creative design, planning, implementation, management, coordination, and execution of approximately 50 special events annually including, but not limited to, Cardinal & White Day on the Hill and various Cardinal & White activities/events, Hall of Honor, Hogspys, Swatters Club Luncheons, signing day or kickoff luncheons, away-game donor travel, and other various donor events including game-day suite hosting, Member Appreciation events, post-season donor events for all sports (bowl game, March Madness, College World Series, etc.), and other special events as assigned
- Responsible for consulting with the Executive Director and CFO/COO to establish special events budgets for each fiscal year; to stay within budgets; to fulfill logistical planning and execution needs for all assigned special events; to coordinate with all necessary Foundation team members as necessary for various special events; and to assist in completing stewardship tasks
- Responsible for providing assistance in support of the Foundation's donor relations efforts, including donor stewardship and outreach efforts

- Responsible for maintaining and upholding the Razorback Foundation's and Athletic Department's reputation for excellence, integrity, responsibility, caring, and prudent management of special events and provide assistance in the development and strengthening of relationship with all key stakeholders, including, but not limited to, members of the Razorback Foundation Board, University of Arkansas Board of Trustees, the administration of the University of Arkansas, the University's Department of Intercollegiate Athletics, Razorback Foundation members, alumni, guests, and staff
- Responsible for creating and maintaining positive vendor relationships throughout the Northwest Arkansas community and other communities where the Razorback Foundation could/will host events
- Responsible for embracing all demographics of Arkansas Razorback fans and developing meaningful relationships with an authentic ability to relate to current and prospective Foundation members, including arranging donor visits with the Executive Director and/or the Athletic Director
- Assist in the execution of all game day fundraising activities, including any pre-game and/or postseason events
- Responsible for performing all other duties as assigned by the Executive Director or his/her designee, which will include attending home and away athletic events that may occur during nights, weekends, or occasional holidays
- Manage an ongoing calendar of events of the Razorback Foundation and Razorback Athletics as well as evaluate opportunities to leverage events and member or donor interest with other event plans
- Assist the Executive Director, Advancement Team and Membership Team with planning and executing fundraising campaign meetings and events when needed

#### **Qualities and Attributes**

- Possess ability to plan, direct and evaluate donor outreach events, special events and activities, including overseeing interns and volunteers
- Possess ability to establish and maintain effective and respectful working relationships with fellow employees and administrators of the Razorback Foundation as well as employees and administrators of the Athletic Department
- Possess ability to exercise good judgment, to prioritize and handle multiple tasks, and to ensure completion of all projects within scheduled timeframes and with the highest levels of customer service to all the Foundation's stakeholders and constituents.
- Possess the ability to maintain donor confidentiality and protect donor information.

### **Required and Preferred Professional Qualifications**

- Minimum of a bachelor's degree, advanced degree preferred;
- Minimum of three (3) years of special event professional experience with direct fundraising experience preferred;
- Excellent interpersonal skills and ability to build productive, beneficial relationships with a broad range of constituents;
- High level of motivation, assertiveness, and ability to work independently;
- Knowledge of Paciolan ticketing software preferred; and
- Working knowledge of NCAA and SEC rules and regulations.

### **How to Apply**

**Email your resume, including references, to [HR@razorbackfoundation.com](mailto:HR@razorbackfoundation.com)**