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|  | **Special Events and Corporate Relations Manager**  |
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| **Team/Program:** Foundation  | **FLSA Status:** Exempt |
| **Reports To:** Executive Director of Foundation  | **Revision Date:** 02/17/2017; 11/19/2018; 4/13/2022 |
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| **Purpose:**The Special Events and Corporate Relations Manager is a dynamic and creative professional fundraiser responsible for securing new sponsors and income, executing fundraising programs and events, leading organization-wide events, developing relationships, and working to enhance EveryStep’s name and awareness within the community. You will report to the Executive Director and work closely with all members of the foundation team.**Responsibilities:*** Lead the execution of major Foundation events such as Good Grief Golf, The Art of Compassion, EveryStep’s Amazing FundRacer, Bucket Bashes, and Cheer Box.
* Assist with and lead internal committees responsible for organization-wide events including the EveryStep Staff Retreat and annual employee campaign.
* Identify, recruit and lead event volunteers and committees.
* Identify, recruit and lead a new Young Professional advisory board to engage with EveryStep’s Community Support services programs. Manage corporate sponsorship opportunities and benefits for Foundation events.
* Maintain existing and cultivate new sponsor relationships through effective communication, cultivation and recognition.
* Execute individual event plans to meet revenue goals.
* Research and review event participation and outcomes to develop strategies to grow income and enhance messaging and awareness.
* Deliver organized and persuasive presentations, using effective written and verbal communication.
* Work with the Foundation team to track event and constituent details within the donor database.
* Maintain valuable internal relationships with program teams, gaining an understanding of the breadth of services and the importance of donor support.
* Play an active role as a member of the Foundation team, effectively supporting the organization’s mission while promoting a culture of compliance and ethical conduct.
* Help with other duties or special projects as needed.

**Qualifications:*** Bachelor’s degree from an accredited college or university
* Three years fundraising experience, with two years’ experience planning events and project management required
* Demonstrated ability to work independently and set priorities to manage multiple projects simultaneous while being responsive to constituents
* Excellent interpersonal skills to work effectively and lead volunteer committees and donors.,
* Knowledge of and experience in working in a fundraising program and working with volunteers
* Familiarity with budget development and management
* Must be able to work occasional evenings and weekends for special events
* Must be able to travel (within Iowa) to locations hosting and supporting events
* Must have valid driver's license, auto liability insurance and reliable transportation if driving is required
* Successful completion of pre-employment physical, drug screen, 2-step TB test and background check

**Working Conditions:*** Physical requirements: Exerts up to 10 pounds of force occasionally and/or a negligible amount of force frequently. Involves sitting most of the time but may involve walking or standing
* Physical activities: Reaching, pushing, talking, hearing, repetitive motions, standing, pulling, typing, feeling, walking, lifting, visual acuity
* Environment: Works in well-lit, climate-controlled environment
* Time: Work hours based on patient-driven census model
* Travel: Required between locations

These characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**Note:** This job description is not intended to be all-inclusive. You may be required to perform other duties to meet the on-going needs of the organization. EveryStep is an equal opportunity employer. Employment practices are implemented without regard to race, creed, color, sex (including pregnancy), sexual orientation, gender identity, citizenship, national origin, religion, veteran status, genetic information or on the basis of age or physical or mental disability unrelated to ability to perform the work required.  |