



Sponsorship & Engagement Manager

OBJECTIVE

Global Down Syndrome Foundation (Global) is looking for a hardworking, collaborative and results-driven Sponsorship & Engagement Manager (Manager) to assist with Global's rapid growth. The position is full time and reports into the Senior Director of Events and Government Affairs (Director).

This position will manage a portfolio of donors (existing and new) assigned by the Director and developed independently over time. The Manager's primary responsibility is to deliver on the sponsorship and engagement goals associated with Global's events and programs, and to maintain data and reports that allow such goals to be tracked and measured.

The position requires the ability to analyze progress and make necessary adjustments throughout the year. Whether the project is small in scope (e.g. \$1,500 sponsorship) or large in scope (e.g. \$25,000 grant) Global requires the same rigor, integrity and follow through.

GLOBAL OVERVIEW

Global Down Syndrome Foundation (Global) is a public not for profit 501(c)3. Global's mission is to significantly improve the lives of people with Down syndrome through Research, Medical Care, Education and Advocacy. Global works with affiliate organizations (the Linda Crnic Institute for Down Syndrome and the Anna and John J. Sie Center for Down Syndrome) in support of its mission.

Global's key areas of work are:

1. Development including strategic initiatives, fundraising and friend-raising
2. Advocacy including government advocacy and general awareness
3. Communication, Public Relations & Marketing
4. Event Management including the Be Beautiful Be Yourself fashion show
5. Community Outreach including independent living and health & wellness programs

Global's primary activity is in Colorado and the DC-area. Future plans include having an affiliated national and international presence.

PRIMARY RESPONSIBILITIES

1. **Support revenue goals and engagement for events** – assist to retain and increase sponsorship associated with existing events such as the Be Beautiful Be Yourself Fashion Show in Denver and the AcceptAbility Gala in DC, and

successfully obtain grants for such events to fulfill the annual revenue budget for the Events department and Global overall.

2. **Support revenue goals and engagement for health & wellness programs** - assist to retain and increase sponsorship, scholarship gifts, and in-kind donations associated with existing health and wellness programs (e.g. Dare to Play Football, Dare to Cheer, Dare to Play Soccer, Be Beautiful Be Yourself Dance Class), and successfully obtain grants for such events to fulfill the annual revenue budget for the Health & Wellness department and Global overall.
3. **Administrative & Data Support** – assist the Director to ensure that marketing materials are up to date, accurate and that recognition values promised to donors are provided for in a timely way including through website and on-site banner recognition. This position will also assist to ensure there is on-going data maintenance and accuracy in the data, provide donor and foundation research, and organize timely report pulls and analysis.
4. **Knowledge & Teamwork** – over time remain current with Global's work, the work of Global's affiliates, and Down syndrome trends on the local, national and international stage. Assist others in the Event department and other departments to raise funds and create engagement that allows Global to improve the lives of more people with Down syndrome.
5. **Other Tasks & Support** – Other tasks and support as required.

REQUIREMENTS

Education: Bachelor's degree required, Minimum of 3 years of previous development experience

Skills & Abilities:

- Experience in providing a high level of customer service to both external and internal constituencies
- Strong verbal, written communication, and presentation skills
- Highly organized with the ability to meet or exceed multiple concurrent deadlines
- High ethical standards, maintains high level of confidentiality
- Handles themselves in a professional manner including during pressurized situations
- Excellent work ethic and positive disposition
- Pays attention to detail, ability to multi-task and has rigorous follow-through
- Sound judgment in terms of problem solving and knowing when to ask for direction versus when to work independently
- PC literacy with strong competency in all Microsoft Office Suite programs (Word, Excel, PowerPoint) Outlook and donor database software (Raiser's Edge)
- Passion for working in the community serving the differently-abled

- Collaborative team player with proven ability to work effectively with individuals at all organizational levels
- Ability to travel for events, donor meetings and related business

STAFF AND REPORTING STRUCTURE

Reports to the Senior Director of Events & Government Affairs.

HOURS

Mondays through Friday from 9:00am – 6:00pm. Requires travel, work on evenings/weekends for programs/events.

COMPENSATION

This is an exempt position, requiring flexibility in order to meet deadlines and attend Global events. Salary is commensurate to experience and salary history.

EQUAL OPPORTUNITY EMPLOYER

The Global Down Syndrome Foundation is an equal opportunity employer. It is our policy to provide equal employment opportunity in full compliance with all federal, state, and local laws. The foundation's policy applies to all terms, conditions and privileges of employment and provides equal employment opportunity regarding race, religion, color, sex, sexual orientation, gender expression, age, national origin, disability, height, weight, or military status and any other characteristic protected by federal, state, or local laws.

TO APPLY

Please send cover letter, resume and salary history to hr@globaldownsyndrome.org

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