



Empowering families.
Fighting Duchenne.

Position Title: Development Events Manager (Full-time, 40hrs)
Department/Division: Development
FLSA: Exempt
Reports to: Director of Development
Location: Remote
Travel: Travel is required up to 60% of the time regionally/nationally

Position Summary

The Development Events Manager will play an integral role in the Development Office, directly reporting to the Director of Development. The Events Manager will contribute to the overall success of the department by helping to plan, manage and execute all fundraising-related event logistics for Jett Foundation. The Events Manager will provide guidance for all third party events, as needed. Additionally, the Events Manager will collaborate with the Director of Development to procure new sponsors and assist with various committee engagement. This is a great opportunity for an individual looking to apply their management skills at one of the leading advocacy organizations in Duchenne muscular dystrophy as well as join a team of highly professional and collaborative individuals focused on excellence in nonprofit fundraising.

Key Accountabilities

1. *Manage all fundraising- related events*

Performance measures:

- a. Project plans are created to manage fundraising event logistics, ensuring deadlines are met.
- b. Approved budgets are managed and expenses kept within budget.
- c. Vendor and service contracts are managed to approved event scope/specifications.
- d. Volunteers and committees are coordinated to ensure appropriate resource allocation.

2. *Grow relationships with families and individuals with Duchenne, and related stakeholders including clinicians and industry partners.*

Performance measures:

- a. Stakeholder-specific relation management strategies are implemented.
- b. Families and volunteers are stewarded to remain engaged, with a goal of increasing awareness and advocacy on our behalf.

3. *Support the communications strategy and plans.*

Performance measures:

- a. Effective collaboration with the Director of Development and Director of Marketing and Communications.



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- b. Coordinate implementation of communications during all phases of fundraising events.

Responsibilities

This position requires working evenings and weekends while participating in Jett Foundation fundraising efforts, as well as travel. Due to the nature of this job, a regular work week may vary from the typical Monday-Friday schedule (example, Tuesday-Saturday if running a weekend event). Under the direction of the Director of Development, the activities and tasks the position is responsible for include, but are not limited to, the following:

- Develop the annual strategy Jett Foundation fundraising events working in collaboration with internal and external resources.
- Coordinate broader strategy for fundraising events locally, regionally as well as nationally.
- Create and implement project plans; identify, manage, track and report activities/tasks, schedules/deadlines and resource allocation.
- Develop and manage fundraising event budgets; monitor and keep records of all expenses across categories to stay within budget.
- Recruit, coordinate and coach volunteers for fundraising events; secure staff needed for these events.
- Work with the Director of Marketing and Communications to coordinate the creation of fundraising event branding; print and digital collateral; media; set/meet event communications timelines; secure awards, special gifts, etc.
- Manage logistics and collateral materials (sites, food, florals, signage, decorations, program books, audio visual, etc.) for all events.
- Manage all fundraising-related events, including those associated with Jett Foundation, including all athletic events, Galas, and 3rd party events.
- Develop collaborative working relationships with the Director of Development, Director of Finance & Director of Marketing and Communications to achieve development goals.
- Work with the Director to re-engage past sponsors and solicit new sponsors.
- Identify and build relationships with event suppliers and venues; negotiate event contracts with emphasis on cost effectiveness.
- Secure budget-alleviating in-kind donations including food, beverage, production, printing, decor, and other items.
- Supervise and participate in the solicitation of auction and raffle gifts as required via face-to-face meetings and coordinated mailings.



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- Recruit and manage volunteers for each event. Ensure assignments are clearly outlined and properly executed.
- Manage event timelines for all events including follow-up activities.
- In concert with the Director of Finance, ensure all vendors are paid and pledges are closed in a timely manner.
- Propose/implement new ideas to improve event planning processes and procedures.

Qualifications

- Commitment to the Jett Foundation's mission
- Exceptional attention to detail, ability to plan and manage time and priorities
- Highly collaborative style; ability to build relationships with internal and key external stakeholders
- Fluency and comfort with a diverse range of stakeholders
- Willingness to play a range of roles, from advisor to strategist to individual contributor
- Ability to manage multiple projects effectively, and meet deadlines
- Thrive in a fast-paced, collaborative, and entrepreneurial environment; solutions-focused, proactive, team-oriented, comfortable with change, and able to make decisions in the face of uncertainty or lack of precedent
- Proficiency with Macs, PCs, Creative Suite, Microsoft Office, Google Apps, and social media tools
- Experience with Blackbaud CRM, or another fundraising platform
- Ability to travel regionally and/or nationally is required

Education & Experience

- Bachelor's degree required
- Minimum 3-5 years of event management experience, specifically in managing and executing high-caliber, results-driven events, preferably fundraising events
- Proven ability to motivate, engage, and work with high-value prospects, donors, volunteers and senior staff, or similar constituencies in a collaborative manner
- Demonstrated track record of successful sponsorship and in-kind gift solicitations
- Experience recruiting and managing volunteers, required
- Exhibit exceptional event management skills from concept to execution

To Apply

To apply, please send your resume and a cover letter to Maura Carroll at maura@jettfoundation.org.