



Job Description: Events & Fundraising Manager

In a world of causes, Big Brothers Big Sisters makes a difference by creating professionally supported one-to-one relationships for kids who want to realize their full potential. We know that positive, meaningful relationships deliver a sense of hope, purpose, and self-esteem. BBBS Columbia Northwest is a local, private nonprofit organization affiliated with Big Brothers Big Sisters of America. Founded in 2002, it serves as one of the region's largest youth mentoring organizations. In 2018, we were voted one of the top 10 most admired non-profit organizations by the Portland Business Journal. We also achieved Gold Standard status in 2018 which ranks us in the top 5% of the 256 BBBS affiliates nationwide.

We are seeking an energetic and passionate Events & Fundraising Manager who will be responsible for delivering multiple events that inspire and engage participants in the organization's mission. The position reports to the Chief Development Officer (CDO).

Key overall responsibilities:

- In partnership with CDO, develop and implement the annual event fundraising plan that moves BBBS toward its vision, in collaboration with CEO, Board of Directors and donors.
- Manage and coordinate special events, including the organization's signature fundraising events and external third-party events.
- Coordinate and deliver donor-centered communications for events and appeals.
- Maintain relationships with donors, corporate sponsors, vendors and partners associated with the events and campaigns.

Fundraising Operations:

- Assist with the development and implementation of the annual fundraising plan
- Maintain fundraising events calendar for the development team
- Maintain records of donor, participant, and sponsor contact in Raiser's Edge database
- Provide support for communications with donors and prospects

Special Events:

- Manage and coordinate the organization's signature fundraising events, including the Big Hero Gala (February), Bowl for Kids' Sake (Spring/Summer), and Rappel for a Reason (September)
- Organize and facilitate event committees by working closely with the Event Chair, coordinating event committee meetings, developing agendas, monitoring action items and engaging committee members
- Help recruit non-board members to serve on event committees and task forces

- Manage the implementation of the organization's largest fundraiser, currently the Big Hero Gala (a dinner and auction for 400+ guests), which will move to a new location in 2020 and reflect the new branding of BBBS locally and nationally
- Maintain relationships with Bowl for Kids' Sake contacts and renew their support each year; recruit and solicit new corporate sites; recruit team captains
- Create and manage peer-to-peer fundraising pages for Bowl for Kids' Sake through the "Classy" platform
- Responsible for the logistics of Rappel for a Reason scheduled for September, including volunteer recruitment, building relationships, day-of-event event production & management.
- Work with the Database Associate to create event-specific direct mail and email lists from the donor database
- Coordinate and track event attendance for all events
- Manage and coordinate event logistics for the annual graduation celebration, volunteer recognition event and other smaller cultivation & recruitment events
- Work with Program Director to implement the annual graduation celebration
- Participate in the recruitment and solicitation of individuals and businesses for auction items and in-kind contributions for events
- Serve as point person for cause-marketing promotions and third-party events
- Coordinate contracts with event vendors and in-kind donors
- Prepare budgets; forecast income and expenses for your events
- Provide corporate sponsor fulfillment and other partner obligations
- Track and report on event fundraising results and participant involvement
- Utilize the organization's technology platforms to support event fundraising
- Work collaboratively on events with all members of development team, program team, committee members and board of directors to achieve event fundraising goals

Communications & Marketing:

- Assist with writing and posting about events and third-party campaigns on BBBS social media platforms
- Manage video production for the annual gala and the annual graduation event
- Manage the creation and design direction of event-specific communication pieces
- Assist in the creation of marketing briefs for each event; complete design request forms for graphic designers; manage relationships with designers, printers and other marketing vendors for event collateral and signage
- Participate in the development of new ways to welcome, engage and reward donors for their participation and commitment to Big Brothers Big Sisters

Qualifications:

- Strong passion for the mission.
- Previous experience in fund development, event management, fundraising events, project management, marketing, communications or equivalent.
- Exceptional interpersonal and communication skills, including an ability to communicate clearly in verbal and written forms, as well as forge and maintain relationships with event stakeholders, with a strong focus on quality customer service.
- Demonstrated ability to work autonomously, as well as contributing to a cohesive team environment.
- Ability to successfully manage multiple priorities and meet strict deadlines.

- Skilled in developing work plans with tasks and tactics that achieve strategic goals and outcomes for each event and the organization.
- Results oriented with a desire to attain new goals each year.
- Experience with fundraising databases, Raiser's Edge preferred.
- Experience with Microsoft Office 365 or equivalent; proficiency in Microsoft Word, Excel and PowerPoint.
- Experience working with social media and digital fundraising or marketing platforms.
- Strives for excellence and continuous improvement.
- Understand and follow requirements of work environment including, but not limited to, open communication, professional attire, punctuality, preparation for meetings and coordinating work with all levels of employees.
- Must pass a background check.
- Provide own vehicle with a valid driver's license and proof of insurance.

Compensation and benefits:

- Salary commensurate with education and experience.
- Non-exempt position.
- Professional development opportunities.
- Employee-paid health benefits, generous PTO, flexible schedules and a positive, collaborative work environment.

To Apply:

Please send cover letter and resume to Cynthia.White@bbbsnorthwest.org. As part of your application, answer these two questions:

1. Please give an example of an event-related project that you have managed and demonstrate how you prioritized the tasks to meet deadlines and manage multiple stakeholders.
2. Please give an example of a failed event, or an event that was not going well, and describe how you overcame these challenges and how you responded.

Position is open until filled.