



National Kidney Foundation™

of Arizona

JOB DESCRIPTION: Special Events Manager

REPORTS TO: Director of Philanthropy

ROLE SUMMARY

The Special Events Manager manages the foundation's special events from start to finish, raising foundation visibility and securing financial support. Reporting to the Director of Philanthropy, and with the support of the Special Events Coordinator, the Special Events Manager is responsible for professionally executing approximately four high-quality annual events with the goal of both meeting budgeted fundraising expectations and cultivating/building relationships between NKF AZ and its prospects, patrons and donors.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Direct responsibility for special events and fundraising activities from start to finish, specifically taking primary lead on *Dancing with the Stars Arizona* and *Talent Slam*.
- Develop and oversee department budget and strategic plan to expand fundraising and special events while maintaining vision and mission consistency.
- Manage event budgets; creating and adjusting financial projections as needed.
- Identify, cultivate, solicit, and steward donors to meet fundraising goals.
- Recruit, coordinate, support and motivate community partners.
- Increase participation, revenue, and awareness for NKF AZ events.
- Track event donations and assist Donor Relations Coordinator with acknowledgement process.
- Research, negotiate and contract with agency vendors.
- With the support of in-house Marketing, develop promotional materials and digital/website copy.
- Plan and execute additional special events as opportunities arise, including fundraisers, meetings, trainings, etc.
- Supervise event staff, ensuring that each staff member has a sense of authority and ownership for the successful outcomes of his/her respective areas/events, as well as the department and organization as a whole.

COMMITTEE DEVELOPMENT AND GENERAL RESPONSIBILITIES:

- Recruit high-level volunteers for fundraising activities.
- Maintain good communications with committee chairs and committee members; provide accurate unbiased and complete information to members in timely manner.
- Develop and manage budget, analyze event data, and understand basic account principles to run events like a small business.
- Advise and encourage growth and development of future fundraising efforts.
- Effectively establish a good working relationship with staff, board, sponsors, donors and volunteers.

Position Qualifications

QUALIFICATIONS:

- Minimum 3 to 4 years successful event coordination and fundraising experience, preferably with a nonprofit organization.
- Ability to work hours and long days required, including some evenings and weekends.
- Team player who is self-motivated, high-energy, and enthusiastic.
- Creative thinker who meets challenges with innovation and resourcefulness.
- Independent project manager with strong organizational and decision-making skills; Ability to manage and prioritize multiple tasks at one time.
- Ability to be a calm, collected problem-solver in fast-paced, stressful situation.
- Strong written communication skills; with attention to detail and the ability to meet deadlines.
- Computer skills in Microsoft Office and Desktop Publishing.
- Experience with Blackbaud Raiser's Edge preferred.
- Must have valid driver's license and own vehicle, and be able to travel.
- Ability to lift at least 20 pounds.

OTHER EXPECTATIONS:

- Ability to articulate the mission and values of NKF AZ, and in accordance, always maintains appropriate professional behavior.
- Respects and maintains confidentiality at all times.
- Ability to work within approved budgets, developing & implementing cost saving measures.
- Knowledge of fundraising techniques and strategies.
- Strong contributor in team environments.
- Exhibits confidence in self and others, inspiring and motivating others to perform well.

EMPLOYEE BENEFITS:

We provide a competitive salary based on prior experience; health and dental insurance; generous holiday and paid time-off policies; and a 401k program. This position offers the opportunity to help continue vital kidney programs that have impacted the lives and families of Arizonans for more than 50 years.

HOW TO APPLY:

Please send resume and cover letter including salary requirements to Leslie McReynolds, Vice President of Administration, at HR@azkidney.org.

Application deadline: Open until filled. The National Kidney Foundation of Arizona is an equal opportunity employer.