



**JOB TITLE:** Fundraising Events Manager

**Reports to:** Director of Development

Collaborates with Executive Director, Finance Director

We are currently seeking an energetic and detail oriented Fundraising Event Manager who will be responsible for planning and executing successful fundraising events and engaging participants in the organization's mission. This position reports to the Director of Development (DD) and works with the Director of Finance and Executive Director (ED).

#### OVERALL KEY RESPONSIBILITIES:

- Assist in the development and implementation of the annual fundraising plan; prepare budgets; forecast income and expenses for events
- Maintain fundraising events calendar
- Manage and implement all aspects of the organization's fundraising events
- Organize and facilitate event committees, event committee meetings, developing agendas, monitoring action items and engaging committee members
- Work collaboratively on events with all members of development team, committee members and board of directors to achieve event fundraising goals
- Manage and participate in the solicitation of individuals and businesses for sponsorship, auction items, in-kind contributions, and attendees for events
- Manage and implement new ways to increase event revenue
- Participate in the development of new ways to welcome and engage new sponsors/attendees. Provide support for communications with donors and prospects
- Utilize the organization's technology platforms to support event fundraising
- Maintain donor/attendee records in salesforce
- Assist with writing and posting about events on Face to Face's social media platforms
- Manage the creation and design of event-specific communication pieces
- Create and manage peer-to-peer fundraising pages including the Turkey Trot
- Report on event fundraising results and participant involvement
- Any other duties needed to help increase revenue, drive our vision, fulfill our mission, and abide by our organization's values

#### QUALIFICATIONS:

- Previous experience in development, fundraising event management, or equivalent.
- Strong passion for Face to Face's mission.
- 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.
- Demonstrated ability to work autonomously, as well as contributing to a cohesive team.

- 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, Salesforce preferred.
- Experience with Microsoft Office 365; proficiency in Microsoft Word, Excel and PowerPoint.
- Experience working with social media and digital fundraising platforms.
- Strives for excellence and continuous improvement.
- Schedule is flexible however, must be available on Thanksgiving Day, the Saturday of the auction and occasional weeknights for committee meetings and monthly evening staff meeting.
- Minimum Bachelor's degree required; Master's preferred. Previous 2-3 years professional fundraising experience a plus.
- We are an organization that promotes diversity, equity and inclusion.

To Apply:

Send cover letter and resume to Adrienne Smythe at [adrienne@facetofacegermantown.org](mailto:adrienne@facetofacegermantown.org).

Please include, as part of your application, the answer to these two questions:

1. Give an example of an event that you have managed and demonstrate how you prioritized the tasks to meet deadlines. Include any new ideas that increased revenues.
2. Why you are interested in working at Face to Face?