

DuPage PADS Employment Opportunity

Position: **Development Associate Special Events**

Summary: Responsible for developing, recruiting, managing and coordinating new and existing special event fundraising activities, and donor recognition.

Reports to: Director of Development

Responsibilities:

1. Cooperate with members of the development team to develop a strategic plan designed to increase individual giving, community partnerships and revenue from annual fundraising efforts.
2. Develop a special event fundraising activities plan, including goal setting, event marketing, sponsorship and succession planning for leadership.
3. Develop new events and maintain, organize and manage existing agency fundraisers and special events from concept to completion, ensuring they operate smoothly, efficiently, and generate maximum revenue, including needed sponsorship and exposure.
4. Develop and manage online fundraising opportunities and systems, ensuring to integrate donor information into all development systems.
5. Working with committee chairs, recruit, engage, and support volunteer committees to plan and execute special events.
6. Develop meeting agendas and timelines, and ensure adequate records are maintained documenting the work of the committee.
7. Identify, develop and obtain new sources of funding and sponsorship for all agency special events.
8. Provide data coordination support by managing donor database, including generating mailing lists, preparing reports and processing and acknowledging all contributions for special event fundraising activities.
9. Complete agency major special events and follow up with post-event celebration, assessment, and analysis.
10. Work with Director of Development to coordinate special events and fundraising, and to conduct community partner outreach efforts.
11. Work with Development team to provide public awareness and information about agency functions and events.
12. Work with Volunteer Coordinator to recruit volunteers and necessary support for assigned special events.
13. Develop and monitors special events development expense budget.

Knowledge, Skills and Abilities:

1. Strong interpersonal skills.
2. Excellent communication skills, verbal and written.
3. Ability to plan, analyze and manage projects.
4. Ability to prioritize and handle multiple tasks, with attention to details and deadlines.
5. Working skill in design and layout of print materials.
6. Computer literacy in Microsoft Word, Excel.
7. Ability to develop and monitor budgets.
8. Strong problem-solving skills.
9. Ability to think strategically and innovatively.
10. Ability to work individually and as a member of a team.

Qualifications:

1. Prior nonprofit special event experience.

2. Bachelor's degree in Marketing or a related field and a minimum of two years of experience in development; or an equivalent combination of training and experience.

3. Preferred experience in the recruitment, training, and motivation of leadership volunteers.
4. Familiarity with online fundraising software and information management, as well as donor databases or CMS: e-Tapestry a plus.

Other:

1. Some weekend and evening hours required.
2. Provide own transportation.

Classification: Full-time exempt.