



“Together, we create life-changing wishes for children with critical illnesses.”

JOB ANNOUNCEMENT

Special Events Manager – Full Time/Exempt
Make-A-Wish Orange County and the Inland Empire®
SALARY RANGE: \$64,480-70,000

At Make-A-Wish Orange County and the Inland Empire, we grant life changing wishes to children with critical illnesses. The Special Events Manager is an integral member of the Make-A-Wish team and crucial to our efforts in generating awareness around our mission to deliver life-changing wishes to our Wish Kids and their families within Orange, Riverside and San Bernardino. This position is responsible for managing the strategy of internal and external fundraising events. S/he will report to the Chief Development Officer, manage one direct report and will collaborate with colleagues within the Development Team, as well as engage with our Wish Team and volunteers throughout our chapter. We are looking for a passionate and experienced leader willing to pursue innovative fundraising strategies to achieve our vision of granting the wish of every eligible child.

Job/Position Responsibilities:

Internal Events

- Solicit sponsorships for internal events and seek out opportunities to identify new event sponsors
- Ensure sponsorship benefits are honored and sponsors are appropriately and regularly stewarded
- Work with Development team on major donor engagement opportunities through donor events and campaigns.
- Manage annual fundraising events including It's In The Bag Luncheon, Evening of Wishes, The Desert Underground Speakeasy, and Pickleball
 - Set event fundraising strategies and achieve annual event fundraising goal of \$1.3M
 - Lead Development team efforts to identify, cultivate, solicit and steward new and existing event sponsors and donors to maximize event revenue and guest experience
 - Create and adhere to project budgets and timelines for events. Work with Operations and Finance to track and ensure funds are being properly accounted for and collected. Monitor progress of registration, ticket sales, and revenue goals and adjust plans as appropriate
 - Provide regular event fundraising updates to leadership and Development team, as needed
 - Collaborate with the Marketing team on event programmatic components, collateral design, social media strategy and all external communications
 - Ensure Make-A-Wish mission and organization are clearly and appropriately represented in all event components, including scripting, program, décor and run-of-show
 - Work with Development Coordinator to manage all event logistics, vendors, and online platforms
 - Ensure Development Coordinator's workload, workflow and tasks are completed accurately and timely
- Manage event committees to ensure that members are fully supported and accomplish tasks required for successful events
- Work with event committees to develop goals and objectives, facilitate meetings, and lead committees towards successfully completing the established goals and objectives
- Develop plan for volunteer engagement opportunities with each event, and coordinate with Volunteer Services team to coordinate communication and appreciation efforts
- Work with Database Manager to effectively track event donors, funds and guests in donor database

External Events

- Serve as contact for multiple external fundraising events and help vet, grow and steward partner relationships with logistical support from Development Coordinator
- Actively seek and solicit new external community event partnership opportunities through networking and existing relationships
- Ensure hosts are following Make-A-Wish guidelines to have their event approved and ensure adherence to licensing agreement terms

- Attend events to coordinate event-day logistics and speaking engagements, as needed

Chapter Support

- Execute fundraising plan with defined goals, strategies and tactics to hit the chapter's budgeted revenue goals (plan includes donor identification, cultivation, solicitation and stewardship)
- Manage multiple priorities, including recording and tracking all donor data, maintaining database, and ensuring documentation is completed in a timely fashion
- Serve as an integral member of the team, participating in overall goals, policies and budgets while establishing a culture of collaboration to achieve the mission of the chapter
- Create and/or update policies, practices and SOPs related to areas of responsibility
- Contribute event information to Chapter newsletters and e-mailings
- Collaborate with other chapter departments (Wish, Volunteer, Brand Advancement, Finance & Operations)
- Assist with assessment of annual budgetary needs for areas of responsibility (events)
- Manage all administrative and operational processes in accordance with Chapter standards, policies and practices, as well as MAWFA Performance Standards and Guidelines
- Attend conferences/trainings (National or local) as required
- Manage and supervise interns as they are requested and/or assigned to projects
- Advise direct supervisor of matters of importance relating to areas of responsibility

Job/Position Skills:

- Nonprofit experience and a successful track record in fundraising event growth and management
- Project management experience, including use of third-party software such as Monday, Microsoft Planner, etc.
- Proven team leadership and ability to work collaboratively to ensure strong departmental and chapter structure
- Experience and high-level comfort interacting with a diverse group of individuals - i.e. donors, corporate leaders and volunteers
- Adherence to deadlines, strong organizational and time management skills
- Excellent analytical skills and attention to detail
- Excellent verbal and written communication skills to clearly communicate with all employees, interns, volunteers, donors, the Board of Directors, CEO and other senior executives in a clear, business-like and respectful manner, which focuses on generating a positive, enthusiastic and cooperative work environment
- Ability to assume responsibility without direct supervision, exercise initiative and judgment; to prioritize and organize workload to complete assignments in a timely manner, and to make decisions within the scope of assigned authority
- Experience in team-based, cross functional work environments with effective and respectful communication skills
- Proven aptitude for proactive customer service, "thinking out of the box", and effective issue resolution that result in positive customer experiences
- Ability to maintain confidentiality
- Team player who can give and take advice and support to ensure the fulfillment of the Foundation's mission.
- Availability to work a flexible schedule (some weekends and evenings are required)
- Requires ability to travel within Orange, Riverside and San Bernardino Counties

Job/Position Qualifications:

- Bachelor's Degree or higher
- Non-profit fundraising and/or sales experience preferred (3+ years)
- 3-5 years' experience in project/event management
- Excellent oral and written communication skills
- Collaborative work ethic with strong interpersonal and problem-solving skills
- Demonstrated ability to facilitate multiple tasks with deadlines
- Proficiency in Microsoft Office Suite, Salesforce, and SharePoint
- Ability to speak, read, and write in English.
- Requires a passion for and commitment to the work of Make-A-Wish.
- The ability to drive a car, lift 25 pounds in and out of a vehicle, sit and work at a computer or stand for periods of time.

Working safely is a condition of employment. Make-A-Wish Orange County and the Inland Empire is a drug-free workplace. The employee will be expected to work the hours necessary to meet the position requirements.

Make-A-Wish Orange County & the Inland Empire is committed to championing diversity, equity, and inclusion, fostering an organization that is accessible and welcoming. Make-A-Wish is an Equal Opportunity Employer and provides equal employment opportunities to all candidates without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other legally protected characteristics. Make-A-Wish Foundation is committed to providing reasonable accommodations, as required by law.

TO APPLY:

Submit cover letter and resume to jobs@ocie.wish.org

Subject line should read "Special Events Manager"

No phone calls please.