



Position: Development Manager – Special Events

Reports To: Director of Development

Education: Bachelor's degree

Relevant Work Experience: 3-5 years' experience

Schedule and Status: Full-Time

Salary: Competitive and Negotiable

Overview: The Development Manager is a full-time salaried position reporting to the Director of Development. The Development Manager is responsible for assisting the organization in reaching its overall fundraising goals including managing Lights of Love, Bandana Ball, Red Shoe Luncheon, Sporting Clay Classic and other events. The Development Manager also participates in prospect identification, donor research, cultivation, solicitation and overall general stewardship of donors at all levels; including but not limited to individuals, corporate, community leaders and foundations. The Development Manager works with the Development and the Communications teams to identify opportunities for community partnership.

Essential Functions:

Special Events:

1. Work with the Director of Development to establish annual financial goals and strategies for the organizational special events.
2. Serve as the Event Manager for Lights of Love, Bandana Ball, Red Shoe Luncheon, Sporting Clay Classic, and other events while managing the event committee and volunteers needed to ensure success on all strategies and actions.
3. Act as Development team liaison to Communications team on the event marketing and promotion.
4. Assist with the planning and implementation of all technical and logistical event support including database information, website development, and form and registration creation.
5. Plan and execute post event activities including evaluating success and challenges.
6. Manages third party fundraisers ensuring guidelines are followed and benefits are fulfilled

Donor Development:

1. Work closely with the Director of Development to establish the strategy, and planning for the special event fundraising activities
2. Work closely with the Director of Development to maintain, steward, prospect and build new relationships with corporate and organizational donors.
3. Maintain involvement with external organizations and professional groups that may provide continuing education and connection for relationship building with donors/supporters.
4. Work in conjunction with the Director of Development to strengthen, identify and establish relationships with corporations and organizations.
5. Identify and schedule opportunities for RMHC CTX to present information within various communities.

Communications and Marketing:

1. Work with Communications team to shape and maintain our on-line presence including fundraising aspects of the website, marketing communications that support fundraising efforts, and special events promotion.

Requirements:

1. Passion for the mission of Ronald McDonald House Charities of Central Texas.
2. Excellent written and verbal communication skills.
3. Advanced knowledge of Microsoft Office required.
4. Fluency working with fundraising databases (The Raiser's Edge and One Cause preferred.)

5. Previous successful event fundraising experience and community relations/engagement.
6. Previous successful experience working with staff and volunteers in a supervisory capacity.
7. Excellent interpersonal skills and the ability to relate to people of diverse backgrounds.
8. Demonstrated problem-solving and decision-making skills with the ability to work in a flexible, team-oriented environment.
9. Must be organized, able to accept direction and to work independently as well as part of a team.
10. Must maintain discretion with regard to confidentiality and privacy
11. Excellent presentation, public speaking and community relations skills.
12. Be dependable, flexible, and highly sensitive to and supportive of the mission of Ronald McDonald House Charities.

Position description is for informational purposes and is not an exhaustive list of all responsibilities. Additional duties that are consistent with the responsibility level of this position may be assigned.

Equal Opportunity Employment Statement

RMHC is committed to equal employment opportunity both in principal and in fact. All employment decisions including, without limitation, decisions regarding recruitment, selection, hiring, compensation, benefits, training, advancement, discipline, termination, layoff, return from layoff, and other terms, conditions and privileges of employment, are based on individual qualifications, without regard to race, color, religion, national origin, sex, age, disability, sexual orientation, marital status or any other status not listed here protected by law.