

Event and Donor Relations Manager Job Description

Summary: The Event and Donor Relations Manager is responsible for ensuring the financial success and streamlined execution of Ronald McDonald House of Northeast Indiana (RMHC of NEIN) events including Rhinestone Rodeo and Clays for Kids. The Event and Donor Relations Manager will also be responsible for cultivating, soliciting, and stewarding individual and corporate donors, securing event sponsorships, and fulfilling all sponsorship benefits. Will serve as primary staff liaison to RMHC of NEIN Red Shoe Crew.

Status: This position is full time, salaried and reports to the Chief Development Officer.

Job Qualifications:

- 3 – 5 years of experience with donor relations and event planning with an emphasis on sponsorships.
- Minimum of Associates degree or 4 years' equivalent experience in a related field.
- Must be able to endorse and communicate the mission of the RMHC of NEIN.
- Must have a history of and be comfortable with donor cultivation, solicitation, and stewardship.
- Excellent organizational skills, attention to details with the ability to manage multiple projects, meet frequent deadlines and be self-disciplined about work prioritization.
- Strong project management skills with ability to self-manage projects from beginning to end.
- Successful experience adhering to a set budget.
- Possess a collaborative work style and strong interpersonal skills to interact with staff, board members, volunteers, and donors in a manner that shows understanding of the mission.
- Excellent writing skills and experience supervising the production of materials such as event invitations, thank you letters, programs and brochures.
- Excellent communications skills in one-on-one, small group and large group settings.
- Effective, professional relationship management skills with the ability to exercise good judgment when interacting with RMHC of NEIN stakeholders, donors, and constituents.
- Strong computer experience. Experience with Blackbaud/Razor's Edge software preferred.

Competencies:

- Collaborative – builds partnership and works collaboratively to meet shared objectives.
- Trust – gains confidence and trust of others through honesty, integrity, and authenticity.
- Customer focused – builds strong customer relationships and delivers customer-centric solutions.
- Accountable – holds self and others accountable to meet commitments.
- Communicates effectively – develops multi-mode communications that convey a clear understanding of the unique needs of different audiences.

This position shall include, but is not limited to, the following:

Events:

- Develop all components of fundraising events including the creation and execution of goals, strategies, budgets, plans and timelines.

- Partner with CDO and CEO to create strategies for successful events including branding, sponsorships, ticket sales, in-kind donations, auction packages and all ancillary activities.
- Meet or exceed budgeted revenue and expenses, report on financial outcomes, process and acknowledge payments, and ensure the accuracy of reports.
- In conjunction with CDO, maintain list of current and prospective sponsors and actively participate in solicitations of sponsors and donors.
- With input from the CDO, develop signature event sponsorship packages and proposals, solicitation plans, and timelines and execute plans with retention and growth as primary focus.
- Ensure sponsorship contracts and expectations are met and exceeded, giving the best event experience possible for all.
- Oversee event-related logistics and relationships. Ensure the accuracy of contracts, handle all details with venues, outside vendors, etc.
- Coordinate Event committees, set meeting dates and agendas, take minutes, prepare committee members with RMHC of NEIN information (budgets, preferred vendors, etc.), track participation status, handle logistics, acknowledge participation and committee involvement.
- Ensure donors, sponsors, vendors and all stakeholders receive timely communications regarding event details and plans.
- Oversee all thank you notes to volunteers, donors, committee, and sponsors in a timely manner.
- Ensure accurate maintenance of records and constituent data in the RMHC of NEIN database.
- In conjunction with Finance Director, complete expense reconciliation, create and send invoices for outstanding event payments.
- Encourage and manage all 3rd party community fundraisers and maintain on-going donor relationships.

Donor Relations:

- Actively seek opportunities for the charity’s involvement to increase profile or provide a fundraising opportunity within our community.
- Effectively manage the Red Show Crew providing ongoing cultivation and stewardship of members and related events.
- Create and execute year-round communication with event donors regarding the impact of their generosity.

Other

1. Physical Requirements: Stands for functions, walks, sits, bends, may be required to lift heavy loads 25 pounds or more.
2. Pursue opportunities for professional development as needed.
3. Maintain positive relationship with staff, vendors, Parkview Regional Medical Center, other Ronald McDonald Houses, volunteers, McDonald’s and other persons associated with RMHC.
4. Attend and participate in staff meetings and operations team meetings.
5. Execute other responsibilities as requested by CDO.

Employee Signature

Date

CEO Signature

Date