

Special Olympics ***Washington***



Position Title: Special Events Manager
Department: Development
Location: Seattle, WA (HQ)
Reports to: Director of Development Operations

We are a catalyst for inclusion! Special Olympics Washington is the leader in sports, inclusive health and community building, empowering children and adults with intellectual disabilities to be valued on and off the playing field.

Summary:

Special Olympics Washington (SOWA) seeks a dynamic, organized, effective leader to champion the organization's special events such as Tasting Room, Community Challenge and other fundraising events.

The Special Events Manager will collaborate directly with the Director of Development Operations to create and implement strategies to expand donor engagement through special events and creative stewardship. The Special Events Manager will have significant direct contact with the SOWA's diverse internal and external audiences including board, staff, volunteers, athletes and SOWA partners. The position will work collaboratively to design and evaluate annual events, including and all related material, both in print and online.

Department

Advancement/Development

Key Responsibilities:

- Provide professional and strategic production and logistic management of all SOWA revenue-generating special events to successfully meet organizational goals and objectives.
- Develop and implement creative and effective participant strategies to ensure successful fundraising and awareness.
- Develop measurable goals and outcomes, budgets, and annual work plans.
- Work collaboratively with the Director of Corporate Relations to identify potential sponsors, develop event exposure opportunities, and assess in-kind needs from new and existing sponsors.
- Solicit, negotiate, contract with, and steward all event hospitality vendors.
- Develop, manage, and lead volunteer event committees in support of annual fundraising goals.
- Identification and implementation of best practices for continued follow up with sponsors and guests that will maintain and increase engagement. Special emphasis for higher level donors.
- Manage all stages of donor event engagement (and stewardship) including invitations, registration, acknowledgement, and reengagement.

- In partnership with the Marketing and Communications Department, develop marketing plans to achieve growth in event revenue and participation. Oversee and assist in creation of marketing materials including posters, fliers, fact sheets, online fundraising platforms, event-specific media, publicity and public relations efforts etc.
- Utilize donor databases (Salesforce & Auctria) to track event activity and provide reporting and analysis to review progress.
- Provide leadership, guidance, training and coaching for contract assistant and volunteers.
- Represent SOWA at community events and in professional networking events with local peers.
- Provide support to other department and organization activities and programs as needed.

Required Skills:

- Experience with managing strategic relationships with a professional demeanor.
- Foundational knowledge of fundraising methods and best practices; enthusiastic willingness to learn is required.
- Excellent interpersonal skills; poised manner; ability to exercise discretionary judgment and professionally handle sensitive situations. Ability to maintain confidentiality.
- Aptitude for taking on difficult challenges and complex situations with positive energy, sound judgment, and utmost integrity.
- Superior organizational and time management skills; ability to oversee multiple projects and quickly discern priorities among competing interests; flexibility and adaptability to changing needs; proven ability to work independently and collaboratively as a member of team.
- Familiarity with development databases, or willingness and ability to learn how to use proprietary software products.
- Ability to write routine correspondence, e-mail and promotional materials, as well as event scripts.
- A high degree of integrity that garners trust and respect of others.
- Proficiency in Microsoft Office Suite, Google Docs, and other productivity tools.
- Ability to walk and lift boxed material – up to 20 pounds.
- Ability to travel and work evenings and weekends as projects require.

Education & Experience Requirements

- Associate degree. Bachelor's degree preferred with 2+ years demonstrated event-planning experience, or equivalent combination of education and experience.
- Proven project management with an accurate and thorough approach to detail.
- Proven experience in working successfully with and supporting Board members and volunteers.
- Experience in training and supervising volunteers.

Additional Traits and Attributes

- Pro-actively takes responsibility for meeting goals, objectives, obligations, and solving problems while representing the mission, vision and values of Special Olympics Washington.
- Obtains, analyzes and evaluates information effectively in the face of ambiguity. Makes appropriate decisions based on relevant information and experience.
- Models and upholds the values of candor, openness, inclusiveness and honesty despite internal and external pressures.
- Expresses oneself clearly and empathetically in interactions with others in all forms of communication, i.e., verbal and written, one-on-one and group, etc.
- A shared passion and commitment for Special Olympics athletes, families, volunteers and donors and a commitment to inclusion.

Salary & Benefits:

This is an exempt, full-time position, with benefits: medical, vision, dental, life and disability insurance; 403(b) retirement plan; and vacation/sick time based on qualifying dates. Salary \$40,000-\$58,000, depending on experience.

TO APPLY: Email letter of interest and resume to dlindsay@sowa.org indicating Special Events in the subject line.

About Special Olympics Washington:

Through programming in sports, health, education and community building, Special Olympics WA is changing the lives of people with intellectual disabilities. Special Olympics WA can remove barriers and stigmas that people with intellectual disabilities face, and to share with the community the gifts and talents they possess. Everyone who comes in touch with Special Olympics Washington is impacted in a way that helps them strive to achieve their personal best.