



Events Manager

Job Summary

The Events Manager is responsible for leading and executing a comprehensive portfolio of priority fundraising events for Make-A-Wish Connecticut. H/she is an entrepreneurial self-directed team player committed to Make-A-Wish's mission. The Events Manager supports all strategic, fundraising and administrative operations for priority chapter and third-party community events with a combined revenue goal of \$1.7m.

The Successful Candidate

The ideal candidate will be a development professional with a strong knowledge of event management and databases. The person chosen will have the ability to maintain and manage an effective annual events portfolio while inspiring and inviting donor and volunteer support. Outstanding communication and interpersonal skills are essential. A strong work ethic combined with honesty and integrity is an absolute requirement as is a dedication to the mission of Make-A-Wish. A collaborative style will result in a strong departmental and Chapter structure, ensuring success for all. H/she will display a strong understanding of the urgency to build a culture of philanthropy and to enhance and improve the development systems and structures resulting in significant increases in our overall events program. The successful candidate will be somebody who enjoys a strong team environment.

Reporting Structure

As a member of the Development Team, the Events Manager will report to the Chief Development Officer.

About Us

Make-A-Wish Connecticut seeks funding from individuals, corporations, and foundations to support the wishes granted to Connecticut children with critical illnesses. We receive no government funding. Philanthropic giving and cause-related marketing are the only sources of revenue for the Chapter. Success in fulfilling the mission and granting wishes of children with life-threatening medical conditions is completely dependent on the effectiveness of the Chapter's development team.

Fundraising activities at the chapter cover the spectrum from internal and external events, corporate and individual giving, cause-related marketing, and foundation grants. Initiatives from Make-A-Wish America assist in several of these strategies. The Development Department positions are:

- Chief Development Officer
- Director of Corporate and Community Giving
- Director of Major Gifts
- Development Operations Manager
- Events Manager
- Donor Experience Manager

Position Responsibilities

- Serving as the staff lead for four chapter-hosted fundraising events (Celebrating Wishes Ball on 11/2 at Greenwich Country Club, Evening of Wishes Gala on 4/25 at Mohegan Sun, Walk for Wishes in May in Trumbull, Trailblaze Challenge on 9/6-8 at Bear Mountain, NY) to include administrative tasks, budgeting, auction procurement and management, audience and program development, in-kind and cash solicitation, sponsor outreach and support, on-site management, logistics, committee development and support and staff coordination and collaboration
- Strategic oversight of third-party community events to include forecasting, recruitment, goal setting, marketing support and contracts
- Providing goal setting and direction for all chapter fundraising events

Knowledge, Skills, and Abilities Requirements

As with all members of Make-A-Wish Connecticut staff, the Events Manager must believe in the mission and vision of Make-A-Wish as well as the Association of Fundraising Professionals Code of Ethical Standards. H/she must model integrity, work to inspire colleagues and contacts and strive to build a solid base of loyal donors. In addition, the Events Manager should have:

- High level of comfort and expertise in building relationships with and managing a diverse group of individuals
- Prior success leading comprehensive fundraising event programs
- Experience in team-based, cross-functional work environments with effective and respectful communication as a top priority
- High levels of integrity, trustworthiness, flexibility, compassion, and humor necessary to address the practicalities of a growing nonprofit, along with the creativity and persistence required to elicit new thinking and change
- Ability to work with minimal supervision, to manage multiple priorities, and to work in a deadline driven environment
- Availability to work all four chapter events, priority community events and nights and weekends as needed
- Proficiency in Microsoft Office suite (Word, PowerPoint, Excel) and Raiser's Edge
- Prior experience using online event fundraising software

Qualified candidates should send resumes to tnavara@ct.wish.org. No phone inquiries accepted.