

Job Description

Job Title: Events and Corporate Partnership Manager
Department: Development
Job Code: Exempt
Reports To: Development Director
Job Status: Full-Time
Revision Date: August 25, 2017

Essential Duties

Responsible for planning and implementing successful fundraising events that meet an agreed upon annual target and for developing and implementing a corporate fundraising program that will include securing sponsorship of special events, shelter programs, and capital initiatives.

Tasks and Responsibilities

- Plan and execute all HSWC led fundraising events.
- Prepare, manage and regularly report on event budgets.
- Prepare accounting and update donor records related to sponsorship and registration.
- Create and manage social media event pages.
- Execute bids and secure and process vendor contracts related to events.
- Provide assistance to volunteers, vendors, performers, visitors and HSWC staff as related to events.
- Grow and coordinate event committee and maintain communication with committee members.
- Consult with Communication and Digital Fundraising Manager to develop promotional plan for events, including but not limited to talking points, press releases, and social media posts.
- Conceptualize and create brand consistent advertising and other materials to promote events and corporate partnerships.
- Nurture and maintain existing corporate relationships and conduct research to identify new partnerships for events and program support.
- Write and manage reporting requirements for corporate adoption-related grants as assigned by the Development Director.
- Develop and manage a portfolio of corporate relationships and support, identify opportunities within the corporate sector, and develop and implement plans for generating revenue.
- Collaborate with other HSWC departments on existing or potential new program opportunities that may be of interest to corporate sponsors.
- Manage corporate adoption event requests, assess fit with HSWC's development and adoption goals, and disseminate information to other HSWC departments as necessary.
- Assist communications manager with regular media appearances.

Qualifications

- Associate's Degree required; Bachelor's Degree preferred.
- 4+ years' experience in a Special Events, Sales or Fundraising position.
- Detailed knowledge of prospect cultivation and gift solicitation.
- Experience in planning and coordinating special events.
- Persistent, focused, and goal driven.
- Proficiency in Microsoft Word and Excel.
- Knowledge of donor/client databases (such as E-Tapestry) and QuickBooks a plus.
- Excellent written and verbal communication skills.
- Skilled in consistent delivery of exceptional client service.
- Ability to multi-task, prioritize, delegate and adhere to deadlines.
- Ability to develop and maintain good rapport and cooperation with public and peers.
- Interface with other departments within the organization, volunteers and board members.
- Availability to work week days, evenings and weekends as needed.
- May drive company vehicle in performance of company business.
- Must possess a valid Driver's License and insurable driving record.
- Ability to lift up to 50 pounds, work with all species, and have the physical ability to maintain balance, stoop, crouch, and reach over your head.

Working Conditions

Work environment may have regular exposure to adverse environmental conditions, such as zoonotic disease, parasites, dirt, dust, pollen, odors, humidity, rain, fumes, temperature and noise extremes, pathogenic substances, animal attacks or animal bites. The noise level in the work environment can be very loud. Occasional lifting of up to 50 pounds with reasonable accommodation. Standing on feet for 8 – 10 hours per day. Computer usage.

Employment Disclaimer: This job description is not a contract. Management reserves the right to change its contents at any time. The HSWC complies with guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer. The Humane Society of Washington County is an at-will employer.