



*Carrie Tingley
Hospital Foundation*

Position Title: Director of Special Events & Donor Relations

Director of Special Events & Donor Relations responsible for special events management, donor stewardship program, and volunteer coordination. REQ: Bachelors degree plus 1-2 years experience or equivalent work experience. Must be proficient with Microsoft Office. Excellent project management and event coordination skills as well as strong communication skills, attention to detail, self-motivation, and ability to meet deadlines are essential. Full-time with some weekend and evening hours. Donor software experience a plus.

Job Description:

Event Coordination (70%)

- Support volunteer leadership and serve as primary staff support for two signature special events: Mudd Volleyball and Festival of Trees.
- Create special event materials, such as sponsorship packages, recognition materials, invitations and meeting agendas and reports for leadership committee and Board of Directors as requested.
- Ensure event deadlines are met and timelines reflect appropriate planning time.
- Work with Event Chair / Co-Chairs to monitor event budget and ensure revenue and expenses are within projections.
- Play a lead role, with Event Chair/Co-Chairs and Executive Director, in soliciting and stewarding corporate sponsors for two signature events.
- Provide support and consistent cross-promotion and recognition for existing 3rd party fundraisers that name the Foundation as a beneficiary and well as acquisition of new 3rd party fundraisers and relationships.

Donor Stewardship (20%)

- Manage donor database with 6,000+ donors, prospects and supporters
- Work with Executive Director to research donors, prospects and supporters and develop donor profiles and cultivation plans
- Work with Executive Director to implement annual giving solicitations such as direct mail and other solicitations, managing mailing lists, donor preferences, etc.
- Provide monthly, quarterly, and annual reports, with analysis on giving histories, donor retention and fundraising success by appeal.
- Ensure that all gifts are acknowledged appropriately by processing thank you letters within 48 hours of receipt of gift
- Review gift documentation and research missing information to clarify ambiguities in charitable intent and take initiative to resolve questions via appropriate sources, communicating frequently with the Executive Director, leadership volunteers and donors
- Monitor all matching gifts; remind donors about potential matches and track companies that match gifts.
- Implement donor stewardship program, incorporating best practices for the Foundation to stay connected to donors.

Volunteer Coordination (10%)

- Utilizing donor database, manage volunteer interest, skills, and availability to meet volunteer needs for events.
- Develop and implement a consistent volunteer recruitment, retention and recognition program

Exempt
Compensation Rate: DOE
Eligible for benefits, per Employee Handbook.

Reports to: Executive Director
Supervises: N/A