Employment Announcement
Director of Special Events

Broward Partnership is seeking the ideal candidate to fill this dynamic role within Resource Development. The ideal candidate for this position will be high energy, self-motivated driven professional with the ability to wear many hats. Five or more years of experience with a proven record of success in special event management in the non-profit sector. A demonstrated ability to increase ROI in special events or other related fundraising initiatives. The ideal candidate will have the creativity and desire to generate fundraising opportunities, have great project and time management skills, as well as excellent verbal and written communications abilities. With a working knowledge of design and communications software, and excellent social media skills.

JOB SUMMARY:

The Director of Special Events is responsible for the creation, oversight and management of fundraising events, and related fundraising activities, including social media and website presence.

ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITES:

1. Assist the Chief Development Officer (CDO), to develop and implement programs focused on new donor cultivation, through creative special events, social media communication, and web page collaborative efforts.

2. Develop and promote use and expansion of social media platforms and website online giving.

3. Manages the planning, coordination, and production of Agency fundraising events and related activities, including supporting the CDO in the creation and management of a young professional networking group.

4. Negotiate prices/logistics with vendors, secure corporate sponsorships and ticket sales for each event to meet and exceed fundraising goals.

 5. Manages sponsor cultivation and solicitation, promotion and marketing activities and initiatives with returning and new sponsors. In collaboration and direction from the CDO, promotes special events to members of the Board of Directors, committee members and community stakeholders to participate in each event through purchasing tables, selling tables, individual tickets, obtaining auction items and in-kind donations.

6. Responsible for reconciling all event expenses and revenues in collaboration with the finance department. Prepare invoices and follow up with donors on pending gifts and or donations.

7. Coordinate production of the Gala journal to include add sales and printing. Produce Gala honoree video and the Partnership appeal video.

8. Coordinates pro-bono PR firm to promote all special events and press releases.

9. Conducts tours of BP to prospective donors and other community groups.

10. Coordinates all in-kind donations between donors and staff. Assist in the distribution of surplus in-kind donations to various charities.

11. Represents the agency at networking events. Supports the CDO in cultivating prospective donor relationships through special events.

12. All job requirements listed indicate the minimum level of knowledge, skill, and or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.   Employees will be responsible to perform any other job-related instructions/tasks given by their supervisor, subject to reasonable accommodations.

MINIMUM QUALIFICATIONS:

Education/Experience: A Bachelor's degree in Business, Marketing or related field with at least five years' experience in Special event planning and management, Foundation/Corporate Solicitations, Communications and non-profit fundraising. A Master's degree preferred. Proficient in Microsoft Office with excellent oral, written, and interpersonal communication skills. Must be able to work flexible hours and possess a valid Florida Driver's License. Must be proficient in English.

Please e-mail cover letter and resume to: careers@bphi.org and include the job title of "Director of Special Events" in the subject line.

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We E-verify