



Director of State Events

Relationships: Reports to Chief Development Officer

Member of: Development and Marketing/Communications Leadership Team

Summary

Special Olympics Pennsylvania is seeking a Director of State Events (DSE) to join its growing Development team. Reporting to the Chief Development Officer, the DSE will lead and oversee all state event strategy, planning, and execution logistics to maximize revenue generation and fully integrate events into ongoing donor relations efforts. The DSE will provide consultative leadership in the ongoing assessment of both major and minor events and will make recommendations on strategic priorities within the State Event portfolio through collaboration and coordination with other department leadership and regional teams to realize measurable revenue growth, meaningful donor/partner relations and enhanced volunteer engagement.

Key Responsibilities

- Leads through a collaborative approach, working closely with Development & Marketing/Communications leadership staff to formulate, implement, and supervise collective strategies, policies, and procedures to support the fundraising operation and ensure effective event strategy, leadership and management.
- Creates an annual operating plan for State Events, including core strategies, functional goals and objectives, resource requirements, and measurable outcomes. Monitors progress against plan and leads the discussion of innovations and changes to respond to challenges and opportunities in achieving plan goals.
- Serves as lead event staff for at least one signature event annually.
- Creatively develops and executes high profile events, including all event logistics, creative collateral and marketing/promotion, contract negotiations, budgets, on-site coordination, vendor management, volunteer recruitment, engagement and retention, sponsorships, participant enrollment and dynamic crowd-funding.
- Works closely with Development and Marketing/Communications leadership staff to execute prospect cultivation and donor stewardship strategies specifically related to events.
- Works closely with the Sr. Director of Marketing and Communications on all event communications vehicles/collateral and distribution, including invitations, on-site collateral and post-event communications.
- Works closely with the Director of Development Administration to ensure efficacy, accuracy and integration between the development database systems (Classy and Raiser's Edge NXT).
- Brings information and tools to a "campaign ready" state in terms of quality, business processes, reporting and analysis, and use of information in decision-making.
- Provides ongoing management and coordination of State Event operational priorities, including coordination of event calendar, communications schedules and systems, engagement with event committees (volunteers), process improvement projects, etc.

- Works with Development leadership team to help assess operational and strategic needs, focused on areas of reporting and workflow.

Qualifications

- Bachelor's degree or equivalent experience required.
- Five or more years of professional experience and proven success in the design and delivery of fundraising and sales-related events, including dynamic crowd-funding event models.
- Demonstrated experience and skill in strategic planning, fundraising, developing annual operating plans for events departments and programs, and analytical skills to drive measurable results.
- Experience and skill working with online event registration systems, prospect and donor information systems, and reporting tools. Specific experience with Raiser's Edge and Classy a plus.
- Supervisory experience with professional staff.
- A strong knowledge of Microsoft Office (Excel, Word and PowerPoint).
- Excellent interpersonal and communications skills. Must be able to work across organizational divisions to maximize results.
- Maturity of judgment, high level of accuracy and close attention to detail, with strong ethical sense to handle confidential and sensitive gift and donor information appropriately.
- Motivated and deadline oriented with a proven track record at delivering results within a fast-paced team-driven environment.
- The ability to work independently and creatively within established guidelines; a self-starter.
- Willingness to work nights and weekends, with significant travel across Pennsylvania required.

Interested applicants should email a cover letter, resume, salary history/requirements and references to careers@specialolympicspa.org.

EEO/M/V/H/V