



Special Event Manager – West

Department: Development

Relationship: Reports to the Director of Strategic Fundraising Events & Corporate Stewardship

Location: Greater Pittsburgh Region

Summary

Special Olympics Pennsylvania is seeking a Special Events Manager to join its growing Development team. The Special Events Manager West will oversee event planning and execution logistics for events in Western Pennsylvania, to maximize revenue generation and fully integrate events into ongoing donor relations efforts. The Special Events Manager West will provide recommendations in the ongoing assessment of all major and minor events within the state's western fundraising events portfolio. And, the Special Events Manager West will coordinate with other state departments and regional teams to realize measurable revenue growth, meaningful sponsor, vendor, and influencer relationships, as well as enhanced volunteer and athlete engagement.

Key Responsibilities

- Collaborates with the Director of Strategic Fundraising Events to generate diverse and sustainable revenue streams throughout Western Pennsylvania; including but not limited to Pittsburgh, Erie and State College
- Works closely with the Marketing and Development team to formulate and implement collective strategies, leadership and event management
- Assists in the creation of annual operating plan for events, including core strategies, functional goals and objectives, resource requirements and measurable outcomes; makes recommendations to Director of Strategic Fundraising Events focused on challenges and opportunities in Western Pennsylvania
- Creatively executes high profile non-profit events, including event logistics, creative collateral, marketing/promotion, on-site coordination, vendor management, volunteer recruitment, engagement, participant enrollment and dynamic crowd-funding; responsible for day-of event logistics and non-profit event management
- Advises Director of Strategic Fundraising Events & Corporate Stewardship to execute prospect cultivation and corporate stewardship opportunities related to non-profit events in Western Pennsylvania
- Works with Events, Marketing & Communications teams, on all event communications vehicles/collateral and distribution; including invitations, on site collateral and post-event communications
- Provides ongoing management and coordination of event operational priorities, including coordination of event calendar, communication systems and schedules, event committee and volunteer engagement, and process improvement projects

- Works with Director of Strategic Fundraising Events and the local program management team to enhance visibility and brand awareness of Special Olympics throughout Western Pennsylvania; support SOPA Western PA competition events and local program involvement events such as Winter Games, Summer Games and sectional events
- Generate ways to further engage businesses and leaders with our mission; advise The Director of Development and The Director of Strategic Fundraising Events & Corporate Stewardship
- Manage basic public relations and marketing needs; digital, physical and social media

Qualifications

- 2+ years of experience in multiple areas of fundraising and special events, including event logistics and operations, fundraising, and proven ability to understand markets and monetize non-fundraising events
- Strong network in Western Pennsylvania preferred, with proven track record of generating new business and creating new revenue streams, organizing and managing special events, building partnerships and relations both on a corporate and individual level, and ability to think strategically; experience with non-profit events and non-profit fundraising is helpful
- Experience with online registration systems, peer-to-peer fundraising tools, prospect and donor registration systems and reporting tools; experience with Raiser's Edge NXT and CLASSY is a plus
- 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 proven record of delivering results within a fast-paced team-driven environment
- Ability to work independently and creatively within established guidelines; self-starter
- Must be able to lift boxes up to 50 lbs.
- Willingness to work some nights and weekends, with some travel throughout Western Pennsylvania required
- Special Olympics volunteer experience helpful

Applicants should email careers@specialolympicspa.org with a cover letter, resume, and salary requirement.

No phone calls will be accepted. Resumes sent for positions other than this posting will not receive a response. Communications from recruiters will not be acknowledged.

Special Olympics Pennsylvania is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.

We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.

ORGANIZATION DESCRIPTION

Special Olympics Pennsylvania (SOPA) provides year-round training and competition in 21 Olympic-type sports to 16,000 children and adults with intellectual disabilities or closely related developmental disabilities. For 50 years, SOPA and its 54 local programs have used the power of sports to transform the lives of people with intellectual disabilities and unite everyone by fostering community and building a more acceptable and civil society. SOPA is much more than a sports organization. Through its Athlete Leadership Programs, athletes assume meaningful leadership roles, influence change within the Special Olympics movement and take on roles as Global Messengers (trained as public speakers for Special Olympics), athlete representatives, coaches, board members and more. SOPA also addresses major challenges facing its athletes including healthcare. The Healthy Athletes program offers athletes free health screenings in the form of eye, ear, dental and podiatry assessments. Athletes are also taught how to live active lifestyles, eat healthy and more. Additionally, SOPA strives to create a unified world by promoting inclusion, uniting communities, and changing attitudes. Through Unified Sports, SOPA brings together individuals with and without intellectual disabilities as equal teammates in training and competition, which promotes respect and acceptance, and facilitates meaningful relationships between people of all abilities. For more information about how you can join “The Inclusion Revolution,” visit www.specialolympicspa.org.