

# JOB DESCRIPTION

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| **Position Title**: | Associate Director of Special Events & Sponsorships | **Position Type:** Full-time |
| **Department**: | Advancement | **Classification**: Exempt |
| **Reports To**: | Director of Advancement |

## **Job Summary**

TMI Episcopal is seeking a motivated professional with a strong work ethic, an outgoing personality and enthusiasm for developing and managing relationships, volunteer relations, fundraising and events. Three main areas of responsibility, include the management of: Special Events, Sponsorships and Volunteer Relations.

The Associate Director of Special Events & Sponsorships makes connections to constituents throughout the school and community; produces exceptional events that advances the school’s brand and cultivates prospects and donors; manages key volunteers; partners with Advancement team members to achieve annual goals; and develops, maintains, and promotes a sponsorship program for TMI which includes: identifying and soliciting potential sponsors, assembling and submitting sponsorship requests, establishing and maintaining personal contact and relationships with current and potential sponsors, conducting prospect research and meeting deadlines for sought event sponsorships for the purpose of generating funding for events and other activities of TMI.

This position receives guidance and support from the Director of Advancement yet works with limited supervision.

The Advancement Office at TMI Episcopal is highly responsive to the needs of others and maintains high standards of confidentiality and integrity. The environment is busy, fast-paced and team-oriented.

## **Essential Job Duties**

Event Planning and Production:

1. Oversee and coordinate both large and small Advancement events for TMI, as well as activities supporting cultivation, fundraising and stewardship efforts.
2. Identify, organize, train, support and coordinate volunteers with a wide variety of skill sets.
3. Develop and monitor event timelines and work with staff and volunteers to ensure deadlines are met.
4. Manage a personal portfolio of prospects including qualifying, cultivating, and soliciting prospects for gifts and sponsorships.
5. Develop and monitor event budgets and ensure they are adhered to.
6. Develop long-term and short-term goals, event structure and design, and planning and logistics.
7. Manage sponsor contracts and benefit packages, and ensure sponsor satisfaction.
8. Responsible for discovery, pipeline building, strategic engagement activities.
9. Work with the key partners and volunteers throughout the school to develop and implement short and long-term strategic fundraising events.
10. Coordinate and supervise work of, and serve as liaison to, vendors, sponsors, volunteer committees, and/or other persons related to implementation of events.
11. Communicate and coordinate courteously and effectively with faculty, staff, vendors, sponsors, volunteers, and other constituent groups.
12. Assist with negotiations for space contracts and book event space, arrange food and beverage, order supplies and audiovisual equipment, order event signs, and ensure appropriate décor.
13. Gather information on each project to achieve quality event productions.
14. Conduct research, make site visits, and find resources to help staff and volunteers make decisions.
15. Create and revise room layouts for each event.
16. Propose new ideas to improve the event planning and implementation process.
17. Serve as liaison with vendors on event-related matters.
18. Conduct post event evaluations and make necessary adjustments to improve the level of service and experience for event guests and supporters.
19. Assist with managing on-site production and clean up for events as necessary.
20. Attend all events as required: manage set-up and breakdown of decorations for events, meet and greet guests, monitor timeline and progression of events, supervise/manage clean-up of event venues.
21. Perform other duties as assigned.

Sponsorships: Develop and manage the marketing and fundraising plan for our school’s sponsorship program that includes but is not limited to TMI’s annual giving program; sponsor prospecting, proposal customization and presentation, contracts, follow-up and support; create and implement revenue generating sponsorships, advertising and naming opportunities for TMI to achieve established financial goals.

Volunteer Relations: Develop and implement strategies to engage, cultivate and strengthen relationships and support with TMI families and community partners.

1. ADMINISTRATION
	1. Manage event budgets and provide periodic progress reports to staff for each project.
	2. Oversee the database management and records in event software.
	3. Keep track of event finances including check requests, invoicing, and reporting.
	4. Coordinate appointments and visits, and scheduling of events on the calendar.
	5. Prepare and modify event contracts as requested.
	6. Manage the timelines, run of show, volunteer roles & responsibilities, collateral materials and marketing plans for special events.
	7. Assist with preparing proposals, appeals, mailings and campaigns.

## **Experience/Skills**

EXPERIENCE

Minimum 5+ years’ of professional fundraising experience with managing special events, volunteers, prospect identification, solicitation and cultivation.

QUALIFICATIONS

1. Excellent interpersonal skills both in person and phone, with high professionalism.
2. Proficient using the latest versions of Microsoft Office, Canva, mail merges, email, web searches and social media platforms.
3. Working knowledge of Raiser's Edge or donor management software.
4. Working knowledge of Onecause/BidPal or other special event management software.
5. Excellent communication skills, including writing, proofreading skills, and speaking.
6. Ability to manage multiple projects and work assignments from a variety of staff and volunteers, and meet deadlines with little supervision, work occasional evenings and weekends.
7. Ability to work independently, as a self-starter, and a team member
8. Attention to details and a commitment to maintain accurate, confidential records.
9. The Associate Director of Specials Events & Sponsorships should have a love for event management and fundraising, possess a strong work ethic, provide outstanding customer service, be an enthusiastic professional with an outgoing personality, and be able to build relationships with internal and external customers.

## **Education**

Bachelor’s degree from an accredited college/university required.

## **Physical Requirements**

1. Finger Dexterity:  Using fingers to make small movements such as typing or picking up small objects.
2. Talking:  Frequently conveying detailed or important instructions or ideas accurately, clearly, or quickly.
3. Hearing: Able to hear average or normal conversations and receive ordinary information.
4. Repetitive Motions: Frequently and regularly using the wrists, hands, and fingers.
5. Visual: Average, ordinary, visual acuity necessary to prepare or inspect documents or other materials.
6. Physical: May be required to stand or sit for long periods of time while providing instructions or in monitoring volunteers and activities.May have to lift folders, files, papers, equipment, and other such items weighing up to approximately 25 lbs.