

Charleston Animal Society (CAS)

JOB DESCRIPTION

<u>Dept./Division:</u>	Development
<u>Title:</u>	Manager of Special Events
<u>Supervisor/Title:</u>	Chief Advancement Officer
<u>Direct Reports:</u>	N/A
<u>Working Relationships:</u>	All levels of management and staff, volunteers, general public, donors, business partners, media outlets, officers, committees, Board of Directors, and others as appropriate.
<u>Compensation:</u>	Exempt; Full-time, commensurate with experience and qualifications.
<u>Job Summary:</u>	<p>Reporting to the Chief Advancement Officer, this position is responsible for management of all major special events. The Manager of Special Events will plan, produce, and implement two signature events and facilitate and host smaller third-party events throughout the year. This position will work closely and be supported by a robust marketing, volunteer, and gift solicitation team to secure successful event outcomes that will support Charleston Animal Society’s mission and strategic goals. The Manager of Special Events will collaborate with all staff members to provide leadership and outstanding service to guests and clients while ensuring that events are successful, memorable, and produce a high return on investment and meet fundraising ratios.</p> <p>The ideal candidate is a dynamic and energetic leader with demonstrated experience in events management and implementation, building successful and strong relationships with vendor partners, and managing large scale fundraising events. A skillful manager of logistics, people management, with the ability to juggle multiple responsibilities under pressure. A person of integrity, loyalty, and a capacity for hard work, perseverance, and resiliency.</p>
<u>Key Responsibilities:</u>	<ol style="list-style-type: none"> 1. Adhere to the highest ethical standards and provision of animal care in a safe, competent, professional and humane manner at all times. 2. Work closely with the Resource Development team, Chief Advancement Officer, President and CEO, and board-level committees to plan and execute all logistics and fundraising for the CAS Annual Gala (Applause for Paws), and the long-standing Chili Cook-off and Oyster Roast with a combined \$1 million in gross revenue. 3. Manage all aspects of third party events including budgets, production timelines, logistics, and stewardship. 4. Liaise across the organization, primarily with off-site adoption team, to plan and execute community and third party events, ensuring event goals and objectives are met. 5. Work closely with marketing team to individualize and optimize marketing for each event. 6. Track event revenue and expense budgets, processing/routing contracts and invoices; oversee budget reconciliation on events managed. 7. Manage relations with external vendors, such as caterers, designers, printers, etc., as well as business or individual sponsors of events. 8. Negotiate contracts, monitor detailed budgets, and process invoices in a timely manner. 9. Help facilitate outreach for in-kind donations through various community partners. 10. Staff organization events and assist with managing on-site production. 11. Oversee online team-raising efforts as well as ticketing process and table sales for events. 12. Perform all other duties as required.
<u>Qualifications:</u>	<ul style="list-style-type: none"> • Bachelor’s degree and a minimum of 4 years of event planning. Nonprofit organization a plus. • Excellent judgment, strong decision-making abilities, and negotiation skills. • Cooperative and collaborated skillset necessary for interacting with broad range of contacts, including board members and senior management, as well as the community. • Excellent written and verbal communication skills. • Demonstrated ability to work independently and contribute to a team environment. • Ability to manage complex and highly confidential information with utmost discretion. • A high degree of personal organization and self-management. • Excellent social and interpersonal skills, able to operate with diplomacy, tact and empathy. • A strategic thinker with a strong work ethic and excellent attention to detail and accuracy. • Great attention to detail and to a high standard of work. • Ability to take initiative and work well in a deadline-oriented environment with persistence and

	<p>follow-through to project completion.</p> <ul style="list-style-type: none"> • Able to multi-task and anticipate project needs, discern work priorities and meet deadlines. • Ability to make spur-of-the-moment decisions based on organizational needs and unexpected changes, interruptions, or other urgent matters. • Flexibility to work outside normal working hours including evenings and weekends. • Strong proficiency with Microsoft Office suite including Publisher; knowledge of Raiser’s Edge, Mindbody Online, Adobe Photoshop, and Illustrator, and familiarity with Team Raiser software a plus. • Knowledge of advanced MS office applications, including Word, Excel, PowerPoint, Outlook, and Raiser’s Edge.
<u>Additional Information</u>	<ul style="list-style-type: none"> • Valid driver’s license required and must have excellent driving record. • Travel throughout Charleston County, the State and Nation. • Pre-Employment Drug Test and Background Check required. • Physical requirements include, but are not limited to, walking, standing and moving of equipment and animals (ability to lift 50 pounds).
<u>Schedule:</u>	Primary schedule may include weekdays and/or weekends, including evenings, as appropriate.
<u>Working Area:</u>	Charleston Animal Society and venues for meetings throughout Charleston County and beyond.

Job Description Approved by:

Position Authorized by:

Employee Review & Acceptance:

Date: _____

Date: _____

Date: _____