



POSITION:	SPECIAL EVENTS & PROJECTS MANAGER
REPORTS TO:	DIRECTOR OF DEVELOPMENT
JOB CATEGORY:	REGULAR FULL-TIME; EXEMPT

Job Description

Summary:

The primary responsibility of the Special Events & Projects Manager is to manage and oversee planning, development and implementation of RMHC-Hawaii's signature events, and any other special events, projects, or activities related to RMHC's overall development and fundraising objectives. This includes outside or sponsor driven community/individual projects that benefit the House through increased awareness, donor support, and partnership opportunities. This position is subject to the general policies established by the Board of Directors.

Essential Duties:

1. Designs and administers a comprehensive community sponsorship program with strategies for planning successful events, creating prospect lists, developing value-added sponsorship packages, and exploring opportunities for new community support initiatives including enhanced business partnerships, and goods and services trade agreements.
2. Assumes leadership responsibility for development, oversight, and implementation of RMHC Hawaii's signature events (Golf/Gala). Also responsible for developing and managing all outside and/or sponsor-driven special events and activities relating to and/or benefitting RMHC, such as APIII Golf tournament, Rock & Roll Night, Children & Youth Day, Make Change Count, etc.
3. Sources new in-kind sponsor/donors from the community-at-large and coordinates as part of RMHC's grassroots donor program to benefit House and program operations.
4. Serves as spokesperson for RMHC business development presentations to the small business community, schools, churches, youth organizations, and community service groups. Designs and plans presentation program as appropriate for target market and any ancillary products required.
5. Works actively and collaboratively with other development team members to establish fundraising goals, set strategic priorities to meet annual budgets for all revenue sources and on fundraising tasks.
6. Develops and manages budgets relating to RMHC special projects and events. Work with the Development Director to manage bottom-line expense and revenue objectives for RMHC's fundraising programs.

Other Duties:

1. Plans and determines guidelines for management of development donor database files as it relates to development projects and community/business outreach initiatives as appropriate.
2. Promotes a positive image of the Ronald McDonald House through exceptional communications, behavior and a professional attitude.
3. Assists with Development and House special events and activities as needed. Demonstrates willingness to work as part of a team and assists co-workers in other organizational and program work as needed or required. Maintains reliable work attendance.
4. Performs other miscellaneous duties and functions as may be assigned by the Director of Development or the President to support and further the mission of Ronald McDonald House Charities of Hawaii.

Qualifications/Skills and Knowledge Requirements:

1. Bachelor's degree or equivalent course work/training from an accredited college or university in marketing, business, communications or related field.
2. Minimum three (3) years experience with large-scale special events, preferably with a non-profit organization.
3. Strong knowledge of broad-based fundraising campaigns focusing on special events and project management, corporate relationships and business partnerships.
4. Excellent time-management, organizational skills, and management of details with ability to prioritize and multi-task. Proven experience in planning, managing, and executing fundraising events and promotional campaigns.
5. High energy level, creative, and flexible. Demonstrated ability to build and work within a team environment.
6. Excellent interpersonal, verbal and written communication skills. Ability to develop and give effective presentations.
7. Strong knowledge and experience with database applications. Proficient in Microsoft Office applications, including Word, Excel, Outlook, PowerPoint a plus.
8. Knowledge and use of social media platforms, web-based programs, and mobile applications.
9. Ability to lift up to 25 pounds.
10. Available to work Monday through Friday, 8AM – 5PM, in addition to evenings and weekends as required.
11. Valid driver's license and clean driver's abstract for the operation of House vehicles to transport House guests, run errands, deliver/pick up House supplies, materials, donations, etc.
12. Commitment to the mission and goals of the organization.

The above information in this description has been designed to indicate the general nature and level of work performed by employees with this level of responsibility. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job. Management has the right to add, revise, or delete information in this description.