

POSITION: Fund Development Events and Marketing Supervisor

RESPONSIBLE TO: Development Director/ CEO

DATE ESTABLISHED: January 2018

I. POSITION SUMMARY:

Working under the supervision of the Development Director and Chief Executive Officer, the 1 FTE Fund Development Events and Marketing Supervisor will help create, implement and support long-term event based funding strategies for Big Brothers Big Sisters of the Inland Northwest. As a leader in the development department the individual will act in a Strategic Planning and implementation role for all fundraising efforts. Working on a fundraising data base will be a regular part of the role. Additionally, the individual will have a primary role supervising agency marketing efforts including website and social media efforts as well as the production of marketing materials.

The ideal candidate will possess excellent organizational and communication skills, the ability to create a vision and drive initiatives across departmental and organizational lines. He/she will have experience in event based fundraising and understand the process for leveraging marketing in support of the BBBS mission and vision.

II. JOB DUTIES

A. Primary

1. Adhere to the personnel policies of agency's and standards established by Big Brothers Big Sisters of America;
2. Establish and maintain positive and effective relationships with corporate partners and vendors.
3. Work hand in hand with development staff, CEO, and board members to reach financial goals.
4. Responsible for event fundraising including: planning, coordination, implementation, wrap up and reporting.
5. Schedule, train, coordinate, and manage volunteer resources.
6. Manage a Budget for fundraising events including production to meet fundraising goals;
7. Manage event based computer program and actively update make use of Donor Database program.
8. Coordinate expense and revenue tracking with accounting department
9. Supervise development of agency website and all social media efforts for fundraising and other communication.
10. Plan and implement annual direct mail fundraising effort.
11. Seek out and review new fundraising ideas and opportunities.
12. Assist with donor acknowledgements for individuals, corporate partners and other funders;
13. Supervise the work of the Development Department assistant

B. Secondary

1. Assists in other operational areas when needed, i.e. answering phones, relaying messages, coordinating with other key staff or board members;
2. Writing press releases, articles for newsletter, creating forms;
3. Proofreading as necessary;
4. Various office tasks as assigned.

III. QUALIFICATIONS

A. Skills/Attributes

1. Excellent organizational and communication skills;
2. Emotional maturity, good judgment, integrity, flexibility, patience, resourcefulness, self-confidence, creative, and have a genuine liking of people.
3. Ability to win the confidence and respect of peers, adults and children.
4. Self-starter with a flexible schedule to include some evenings and weekends. Ability to work independently.
5. Must be bondable.
6. Have a valid state driver's license, own an enclosed operable licensed vehicle or transportation available and demonstrate liability insurance coverage on the vehicle.
7. Demonstrated ability to create a vision and drive initiatives across departmental and organizational lines;
8. Demonstrated knowledge of data base management;
9. Possess and use good written and verbal communication skills;
10. Demonstrated ability to work efficiently on a computer with a variety of software programs, including e-mail;

B. Educational/Occupational

1. Demonstrated knowledge nonprofit and donor administration;
2. Efficient organizer with attention to detail;
3. Minimum of bachelor degree in related field;
4. Must have a sense of purpose and general understanding of the mission of the corporation.

C. Physical Demands

1. Ability to work irregular schedules and function with unpredictable conditions;
2. Ability to lift a minimum of 50 lbs;
3. Must have adequate mobility in order to move freely;
4. Must be able to climb stairs;
5. Must have vision ability (20/20 w/corrective lenses);
6. Must have adequate hearing in order to function during normal operation;
7. Must be able to verbally communicate clearly in proper English