

Development & Events Manager

Job Title: Development & Events Manager

Location: Cleveland, OH/Remote

Salary Range: \$38,000 - \$43,000/year

Travel Required: 15-20%

Work Hours: Full Time M-F, Some evenings and weekends as needed. Flexible hours/schedule.

Application Accepted By:

E-mail: info@wags4kids.com

Subject Line: Development & Events Manager Application – [Insert Your Name Here]

In addition to your resume, please e-mail a cover letter stating why you want to work for Working Animals Giving Service for Kids and what skills you have related to this job description that makes you a great fit for the position. APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED.

Role and Responsibilities

Reporting directly to the Director of Development, this role is tasked to strategize, plan and execute all of W.A.G.S. 4 Kids' special events programming including researching, coordinating, and implementing all current and future Development-led events and activities.

The Development & Events Manager is responsible for the overall communications strategy across social media, websites, email and other digital formats. Additionally, they will help support family fundraising goals, oversee the execution of the donor communications strategy, and other development staff and volunteers.

Responsibilities in these areas including, but are not limited to:

Plan fund development activities

- Implement the fund development plans in accordance with ethical fundraising principles
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved.

Organize fund development activities

- Identify and develop corporate, community and individual prospects for the organization's fundraising priorities
- Work with the Development Associate to oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information
- Represent W.A.G.S. 4 Kids at all Signature Events as well as other fundraising and stewardship events, as needed.
- Serve as W.A.G.S. 4 Kids' lead for planning and executing all fundraising and stewardship events by:
 - Developing comprehensive plans and timelines for events

- Overseeing the production of events, including content development, venue selection and site visits, collateral materials, data management, RSVP management, catering, volunteer coordination, and event-day logistics
- Preparing budgets and periodic progress reports for the Director of Development and event chairs
- Leading all event related meetings and ensuring proper communication with chairs and staff regarding event goals, responsibilities and follow-up
- Developing and maintaining high professional standards and procedures for production of events
- Maintaining exemplary relationships with event chairs and vendors while identifying appropriate new business relationships
- Negotiating vendor contracts within strict budgetary parameters
- Engage and manage volunteers as needed using established volunteer management practices.

Axillary Programming

- Coordinate Kids Who Can! Youth Empowerment Program outreach and membership activities
 - Work with the Kids Who Can! Program Director to organize efforts to acquire support from local youth and youth groups.
 - Leadership for development and expansion of Kids Who Can!
 - Support the research, planning, and implementation of these special events as related to this group
- Assist with other development office responsibilities, as needed

Manage fund development budget

- Develop and gain approval for an annual income and expenditure budget for the fund development program
- Prepare regular reports on progress, budgets, receipts and expenditure related to fundraising and the management of the fund development activities
- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary

Promote the organization

- Foster an understanding of philanthropy within the organization
- Work with the Director of Development to develop a cohesive, compelling, and comprehensive communication plan to promote the organization to its community and corporate donors and maximize public awareness of the fundraising activities of the organization; as well as awareness to our primary clientele, the families that we serve.
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization

Signature Fundraising Events:

Annual Mac 'n' Cheese Throwdown - February

Summer Run – June/July

W.A.G.S.inCLE Night Out Gala – September

Other Fundraising and Stewardship Events:

Parent Partner Placement Fundraisers – Throughout The Year
W.A.G.S. 4 Kids Partner Placement Fund Charity Golf Scramble - July
Barley House Golf Outing – July/August
Sheffield Lake Community Days Poker Run - August
A Ride To Provide - Cooper Foundation Poker Run - August
North Royalton Pet Fair - August
6th 'N Barley Tailgate - September
Willoughby Brewing Co. Charity Golf Outing - October
Jazzy's Health Fund – November/December

Qualifications and Education Requirements

Bachelor's degree from a four-year college or university in Business, Communications, Journalism or Marketing. 2+ years coordinating major special events preferred. 3 – 5 years sales/fundraising experience or equivalent combination of education and experience. The right candidate will be able to walk up to anyone and have a conversation. Additionally, the right candidate will have multi-variable problem solving skills and be able to think on their feet, excelling in high-stress situations. The candidate must have experience in writing execution of compelling content and social media marketing, and feel extremely comfortable in public speaking situations. Must be extremely detail oriented and able to simultaneously manage multiple business transactions. In addition, they must be a professional, decisive, concise and strong communicator – both verbal and written communication skills. Ability to type at least 30 words a minute and lift 50 lbs. Energetic individual with great interpersonal skills, good at networking and building relationships – this individual must be able to anticipate, understand, and respond to the needs of donors to meet or exceed their expectations within the organizational parameters. Must have a commitment to the mission of W.A.G.S. 4 Kids.

Preferred Skills

Experience with non-profits, start-up organizations or social enterprises. Experience in team management and logistics is also greatly beneficial. Experience with Adobe Creative Suite – After Effects, InDesign and Illustrator a plus. Experience and supporting staff members in an office environment is strongly preferred. Experience with the population served by W.A.G.S. 4 Kids is also a plus. At W.A.G.S. 4 Kids, we are committed to: Smile first, expect more, be strategic and innovative, and lead by example.

Additional Notes

Working Animals Giving Service for Kids (W.A.G.S. 4 Kids) is a growing non-profit organization. Our mission is to provide mobility service and autism spectrum service dogs to children with disabilities throughout 22 counties of Northeast and Central Ohio. All dogs are trained utilizing the W.A.G.S. 4 Kids Accredited Apprenticeship Service Dog Training Program, housed with the inmates of Grafton Correctional Institution & Mansfield Correctional Institution. For more information, please visit: www.wags4kids.org

Applications will be accepted until the position is filled. We are an equal opportunity employer.