



## **Director of Special Events and Fund Development**

**Full-Time Position**

**Reports to: VP of Development**

**Exempt**

### **Mission**

Our mission is to inspire and prepare young people to succeed in a global economy.

### **Essential Job Responsibilities**

The Director of Special Events and Fund Development is responsible for generating fundraising income from special events that include but not limited to: Kentuckiana Business Hall of Fame, Peer to Peer fundraising events, Golf and JA Inspire with a total of over 520K to be raised annually. This position is also responsible for researching/initiating our efforts in recruiting new corporate and individual donors. This individual contributes to the overall development strategy and action plan. This individual will work closely with staff and volunteers to identify, research, cultivate, solicit, and steward prospects/donors.

- Develop and maintain a calendar including meeting deadlines for applications and reporting requirements in consultation with leadership.
- Work closely with the Vice President of Development and President to coordinate prospect cultivation, donor stewardship and overall relationship management of grant makers.
- Contribute to the planning and implementation of the strategic plan regarding activities relating to donor solicitations and other fundraising efforts.
- Contribute to the planning and implementation of overall development goals, strategies, and activities relating to the identification, research, cultivation, solicitation and stewardship of prospects and donors.
- Monitor fundraising efforts and progress towards goals along with sending bi-monthly reports on progress to goal including an accurate tracking of revenue and invoicing.
- Lead and provide direction to the committees that support all events.
- Secure and research in-kind donations that will help off-set event expenses.
- Create budgets for all events and ensure that each event reaches revenue goals and stays within the expenses budgeted.
- Support efforts that increase visibility of programs, services, and activities and maintain good public relations with donors and prospects.
- Promote the organization's brand to existing and prospective donors.
- Responsible for creating the annual communication plan for events with content which includes social media, peer to peer fundraising webpages, JAKY website, and general correspondence within each event.

### **Additional Responsibilities**

- All other duties as assigned.

## **Qualifications**

- Bachelor's degree from an accredited college or university, or an equivalent combination of education, training and experience.
- A minimum of three years of professional experience in events/fundraising.
- Experience running special events and identifying, soliciting, and stewarding donors at a non-profit organization.
- Demonstrate intermediate to advanced skills and knowledge of Excel, as well as other Office 365 applications.
- Strong organizational skills and the ability to meet deadlines.
- Ability to manage sensitive and confidential information with integrity.
- Strong analytical and problem-solving skills.
- Excellent interpersonal skills to communicate effectively across the organization.
- Highly detail-oriented.