



UNITED WAY OF CENTRAL OHIO JOB POSTING

JOB TITLE:	Director of Special Events
DEPARTMENT:	Resource Development
REPORTS TO:	SVP, Resource Development & Chief Development Officer
GENERAL DESCRIPTION:	Develop, plan, implement, manage and evaluate United Way of Central Ohio strategic signature events and Leadership Giving special events.
JOB RESPONSIBILITIES:	<ul style="list-style-type: none"> • Develop a unified annual event plan that supports the brand and where each event creates a positive brand experience for all attendees. UWCO signature events include Columbus Volunteer Challenge, Celebration of Excellence, Annual Board Meeting, Leadership Giving events and special program events. • Develop, manage and execute all aspects of an event, including goal-setting with partners, budget and contract negotiation, vendor management, site selection, speaker coordination, database management/reports, catering, registration, on site management , post event thank you's and event debrief/analysis. Includes brand messaging integration into event script, invitations, posters and signage, etc. • Communicate effectively and precisely; responsive to changing needs and flexible with internal associates and external audiences. • Responsible for managing workflow in fast paced special events environment within the marketing department by recognizing bottlenecks, planning ahead for busy times, deploying staff and volunteers as necessary to accomplish tasks. Includes ability to recruit, train, manage and motivate unpaid, volunteer interns to support the various special events. • Work with Leadership Giving staff to develop a comprehensive event plan for each event that includes: budget/sponsorship opportunities, timelines, logistics, volunteer activities and recruitment, marketing (event print packages) and sponsorship and recognition plans. • Work with graphic designer to develop and manage print and electronic event material packages. • Analyze programs for effectiveness; conduct post-event reporting and analysis. • Identify new event marketing opportunities based on industry trends and competitive research. • Demonstrate knowledge of and support for United Way Mission, Vision, Value Statements, Service Standards, Confidentiality Standards, and Policies and Procedures.
JOB QUALIFICATIONS:	<ul style="list-style-type: none"> • Strong project management skills, familiarity with electronic communications, strong writing and interpersonal skills to communicate effectively and efficiently. • Ability to use CRM and donor management system for event purposes. • Ability to access, work well and communicate with individuals at all levels

	<p>in the internal United Way organization, staff of affiliated agencies, members of the leadership giving and affinity groups, and volunteers in every aspect of UWCO's work.</p> <ul style="list-style-type: none"> • Must have ability to independently multi-task, prioritize in a demanding environment and be comfortable with rapid change and be fastidious about meeting all deadlines. • Outstanding listening skills and ability to interpret and present the United Way Strategic Vision, Strategic Implementation Plan, business plan, branding and repositioning message and other corporate-level mandates to the community (including our primary customer—committed donors and volunteers--in a clear yet creative manner. • Outstanding computer skills including MS Office, Word and Excel. Knowledge of design software a plus. Preference given to candidate with a working knowledge of InDesign to assist with initial development of evites, 'hold the date' reminders and thank you emails, etc. • Flexible schedule to supervise events regardless of early morning breakfast meetings or late evening special events. • Ability to organize and prioritize multiple projects and maintain accurate records. • Ability to quickly and objectively evaluate situations, makes effective decisions, and rapidly develop alternative plans if problems arise. • Must possess excellent customer service skills. • Must contribute to the team spirit throughout the organization; treat people with dignity and respect. • Consistently adheres to highest UWCO, interdepartmental, volunteer and constituent service standards.
<p>EDUCATION AND EXPERIENCE:</p>	<ul style="list-style-type: none"> • Bachelor's degree with course work in marketing, promotions, hospitality, event planning or related fields. • Minimum 5 years of work-related experience in special event planning and management in a corporate or a large nonprofit environment.
<p>LISTING DETAILS:</p>	<ul style="list-style-type: none"> • Posting date: July 19, 2017 • Application deadline: August 2, 2017 • Please submit your resume & cover letter to no later than the application deadline to the following URL address: https://liveunitedcentralohio.org/careers/ <p>Please Note:</p> <ul style="list-style-type: none"> • Applicants will see a message after successfully completing the online application process. <u>If a message does not appear, then the application was not successfully completed.</u> Please re-submit your application or call 614.227.2700 if you have submission issues.
<p>OTHER:</p>	<p>United Way is an Affirmative Action/Equal Opportunity Employer.</p>