



DIRECTOR OF FUNDRAISING AND EVENTS

Employee:

Position Title: Director of Events and Fundraising

Date:

Role(s):

- Large scale event planning for the Cancer Council of Reno County
- Fundraising manager; Event campaign manager
- Evolving role expanding with growth of organization
- Part-time position with the exception of week(s) leading up to and after the large events meeting or exceeding 40+ hours

Responsibilities:

1. Large scale, full spectrum event planning for (2) annual fundraisers for the Cancer Council of Reno County
2. Appearance at community events sponsoring the Cancer Council of Reno County
3. Community liaison for the Cancer Council of Reno County
4. Committee / Donor management and coordination
5. Software logistics and technology integration
6. Report issues/concerns/process improvement opportunities to board

Expectations:

1. Planning and oversight of largescale fundraising event from start to finish.
2. Committee management including planning and oversight of all meetings, communications, volunteer roles and expectations, and event deadlines; utilize board resources to fulfill mission.
3. Management of event budgeting and expense reporting.
4. Solicitation and securement of all event sponsorships / donations including large scale corporate sponsorships, individual donations, and endowment gifts.
5. Professional and thorough communication with vendors, corporate sponsors, business partners, and event attendees.
6. Inventory management including establishing auction (both live and silent) needs, item intake, proper documentation, item storage, shared database coordination.
7. Full spectrum planning and securement of live auction catalog.
8. Complete planning, oversight and execution of event advertising / marketing including design of event collateral (invitation suite, social media ads, event program and signage, etc. Adobe Suite or Canva expertise is preferred).
9. Ability to create unique, event-specific platform / program in order to sustain annual community engagement.
10. Oversight and management of technology systems and integration (auction software) and technology assistance / education for event attendees.
11. Deliver item and cash donor handwritten thank you's and statements in a timely fashion
12. Receive, log, and coordinate community event donations.
13. Fulfill additional expectations as new responsibilities are added.
14. Demonstrate effective public speaking and presentation skills.
15. Professional representation of the Cancer Council of Reno County at all times.