

# JOB OPPORTUNITY

**Posting Date: 10/26/09**

**Closing Date: 11/06/09**

To be considered for the following position opening, you must submit a cover letter & resume to Human Resources by the above listed closing date.

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**POSITION AVAILABLE: Special Events Manager**

**LOCATION: Eugene Office – Public Policy & External Affairs**

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Secures donations, increases public awareness, and maintains relationships with constituents by coordinating special events.

1. **Establishes event strategy by** recommending and planning theme, site, program, and content of event in conjunction with the VP of Policy & External Affairs.
2. **Secures corporate sponsors for events by** presenting Holt's mission, and building relationships with local and national businesses. Coordinate with Directors of Donor Relations, as assigned by VP of Policy & External Affairs.
3. **Coordinates schedule of printed materials including invitations, RSVP's, programs, and envelopes by** conveying timelines, theme, and objectives to production department
4. **Prepares special event correspondence by** drafting letters, forms, and thank you's. Responds to inquiries by providing information, arranging interviews, and planning responses.
5. **Coordinates local steering committees by** recruiting, training, and corresponding with volunteers.
6. **Administrates auction process by** selecting site, creating program, ordering materials, coordinating with auction firm, planning room set-up and sound system, and entering donor and guest information into computer. Develops catalog, bid forms, and certificates, and oversees mailings, RSVP's. Works with other Policy & External staff to secure event sponsors, event attendees, and donations.
7. **Oversees on-site activities of events by** coordinating volunteers, directing set-up, managing the event including the program and cashiering process. Receives and records funds.

8. **Identifies potential major donors by** building relationships with event participants, and passing pertinent information on to the Director of Development responsible for managing major donor portfolios.
9. **Prepares special event report by** providing financial numbers, evaluating and summarizing each event.
10. **Develops budget by** formulating expected costs and objectives in coordination with the VP of Policy & External Affairs.
11. **Contributes to the team effort by:**  
Exhibiting cooperative and effective work relationships, such as, responding positively to challenges, assignments, inter and intra departmental requests; Seeing beyond own tasks to help fulfill the organizational goals.
12. **Supervises, motivates and develops staff by:**  
Setting clear expectations, providing ongoing performance feedback that recognizes accomplishments and challenges, delegating responsibilities, developing training plans, soliciting feedback, monitoring goals and conducting performance evaluations in a timely manner.
13. **Contributes to a positive, productive work environment by:**  
Meeting attendance and punctuality guidelines and pre-arranging time off with appropriate notice; Treating all people with dignity and respect; Exhibiting good listening and comprehension skills including giving and welcoming feedback.

## **QUALIFICATIONS AND JOB-EVALUATION DOCUMENTATION**

**KNOWLEDGE:** Proven organizational skills. Understands the importance of fundraising and development to the overall goals of the organization. Knowledge of fundraising principles and open to Holt's philosophy of fundraising. Thorough knowledge of event planning and organization and/or 3-5 years fundraising/public relations experience. Advanced computer skills are essential.

**INFORMATION PROCESSING:** Highly organized and handle multiple tasks well. Recruit and coordinate volunteers. Prepare and plan detailed multi-part projects. Analyze the success of each event and prepare reports summarizing each.

**SCOPE OF RESPONSIBILITY:** Work independently under the general supervision of the VP of Policy & External Affairs and be responsible for the successful completion of numerous special events in various locations around the country. Transport heavy supplies as necessary. Cultivate and forward relationships with Holt constituents. Domestic travel as needed.

**INTERPERSONAL COMMUNICATION:** Work well with other employees and volunteers. Recruit and motivate volunteers nationally. Exercise good judgment, courtesy, and tact in contacts with employees, outside firms, and the public. Represent Holt in a professional and personal manner.

**IMPACT OF RESULTS:** Successful management of special events fosters good will among constituents, brings in additional funds, and elevates public awareness of Holt International.

**Describe controls:** VP of Policy & External Affairs reviews work for results obtained.