



## Special Events and Corporate Relations Manager

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**Position Summary:** We are a grassroots nonprofit that seeks to bridge the gap between hunger and health, serving nearly four million meals side-by-side with health and wellness services every year. The Special Events and Corporate Relations Manager position is part of the Development Department and is responsible for all special, partner and support events, as well as cultivating and generating corporate support for underwriting for events and programs, matching gifts program, and coordinates corporate volunteer opportunities. This position reports to the Development Director.

### **KEY ROLES (Essential Job Responsibilities):**

#### **Leadership**

1. Provides leadership and direction to the CEO, Development Director, Board, and events committees in the effective development and execution of events to raise funds required to fund HN operations and deliver programs and services.
2. Oversees planning for all signature and partner events including logistics, budgets, revenue goals, contracts, sponsorships, marketing, volunteers, volunteer training, and evaluation.
3. Leads the organization's Friends Committee (young professionals) and engagement opportunities.
4. Provides expertise and assistance to staff for organizational events such as volunteer recognition, marketing campaigns, and fundraising and development programs.

#### **Strategic Planning**

1. Collaborates with Development Director, develops and implements a plan to hold an annual slate of events and recommend new events that may enhance the funding of services and/or organization awareness.
  - Researches and analyzes agency, corporate, and donor base and recommends event solicitation strategies.
  - Evaluates the cost benefit analysis of partner or third party events for cultivation of donors and organization resources.
  - Cultivates corporate funders beyond event sponsorships to include corporate giving, matching gifts, volunteers and in-kind opportunities.
  - Evaluates event activities and identify opportunities to improve results including participant to donor engagement.
2. Works with Development Director to implement donor development events.
3. Coordinates with the Development Director and Marketing and Communications Coordinator to implement the development and marketing plans for the organization.

#### **Board Development**

1. Identifies, recruits and trains board members and community members to participate in planning and developing events.
2. Encourages and supports board event committees responsible for planning and implementing development activities.
3. Works with CEO to implement Board events such as the Annual Meeting and Board gatherings.

## **Resource Management**

1. Participates in the development, implementation and monitoring of the HN's annual budget, controlling expenditures within the budget and maintaining financial records in accordance with standards.

## **Partnership Development**

1. Develops strategic alliances with corporate and business leaders, local officials, donors and prospects.
2. Maintains collaborative partnerships with event sponsors, community organizations, funders and volunteers.

## **Marketing and Public Relations**

1. Through events, increases visibility of the Hunger Network, programs and services, and maintains good public relations with donors and business prospects.

## **SKILLS/KNOWLEDGE REQUIRED:**

- Bachelor's degree in business, marketing, communications, or related field
- 5+ years of related experience in major event planning and corporate relations
- 3+ years of related experience in non-profit agency operations, specifically in the organization of events, sales/marketing or equivalent experience is desirable
- Knowledge of the principles and practices of non-profit organizations

## **COMPETENCIES**

- Demonstrated excellence in verbal and written communication skills
- Ability to establish and maintain effective working relationships with staff, Board members, volunteers, business groups, and other related agencies
- Knowledge of accessing and utilizing a donor database
- Excellent interpersonal skills and the ability to work well with all types
- Strong problem solving and decision making skills
- Ability to manage multiple projects simultaneously and adjust project timelines and budgets as needed

## **OTHER**

- Some weekends and evenings
- Reliable transportation, valid driver's license and automobile insurance
- Background check

*Excellent benefits package available. Salary commensurate with experience. EOE. Send cover letter and resume to [careers@hungernet.org](mailto:careers@hungernet.org).*