

POSITION CONCEPT:

The Director of Special Events manages all responsibilities of special events to meet/exceed organizational goals. Events currently include, but are not limited to, peer-to-peer fundraising such as Trivia Bowls and other third-party fundraisers, the annual Hall of Achievement gala, three golf tournaments, and a clay shoot. This is accomplished through self-motivated ownership, working collaboratively with committee members, while ensuring each event is well organized, within budget, and on pace to meet or exceed fundraising goals for JA of Southeast Texas.

PRIMARY RESPONSIBILITIES INCLUDE:

- Managing fundraising special events, increasing revenue through corporate and individual sponsorships, and maintaining responsible budgets.
- Developing a qualified donor pipeline, documenting pledges/payments and activities with each assigned account and/or event, assisting in the management of invoicing and aged receivable collection, and ensuring data integrity in the constituent management database.
- Coordinating all special events, including evenings and weekends, and securing additional staff and external volunteers to ensure the event runs smoothly.
- Leading all events with a high level of enthusiasm and integrity.
- Collaborating with internal staff and committee members to ensure a shared understanding of the goal and commitment to the event.
- Preparing materials needed for meetings with event committees and corporate partners.
- Developing marketing collateral, brochures, and fundraising support materials.
- Maintaining detailed records for each event including meeting notes and income/expense data.
- Identifying and soliciting prospects for in-kind donations for all events as needed.
- Identifying and assessing additional special event opportunities including potential third-party partnerships.
- Maintaining a portfolio of donors/prospects and participating in a strong stewardship practice.
- Developing and distributing a quarterly newsletter to share updates on the agency's activities and accomplishments.
- Creating social media content for all special events. Monitoring, editing, and posting agency-wide social media per requests from other team members.
- Maintaining the agency website.

EXPERIENCE & EDUCATION REQUIRED:

- Bachelor's degree in a related field or 3-5 years equivalent experience in special events and sales.
- Ability to speak in a large public setting.
- Proven experience in meeting deadlines and exceeding goals.

- Energetic and willing to work hands-on in developing and executing a variety of fundraising activities ranging from the routine/day-to-day to the highly creative/visible.
- Exceptional organizational skills and the ability to manage multiple priorities.
- Excellent oral and written communication skills emphasizing persuasive communication, effective listening, and ability to translate concepts into language that connects with specific constituents.
- Possess strong work ethic and willingness to work some evenings/weekends related to events.
- Proficient and experienced in Microsoft Office Suite and design platforms such as Canva.
- Maintain a valid driver's license and vehicle transportation required to meet the responsibilities of the position.

SCHEDULE: 40 hours per week, some overtime may be required
Monday to Friday (8-hour shifts) – nights and weekends depending on events
Hybrid – 3-4 days in the office - varying days based on department need and events
Salary Range: \$65,000-\$75,000/annually; benefits eligible

TO APPLY: Please email cover letter and resume to:
Jennifer Craig, SVP of Development
jcraig@jahouston.org

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

Revised 12.1.2025