

Job Title:	Special Events Manager
Location:	Sports Authority Field at Mile High, Denver, CO
Department:	Development
Reports to:	Development Director
Supervises:	N/A
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Classification:	Year Round / Full Time

About the NSCD:

The National Sports Center for the Disabled (NSCD) *enables the human spirit through therapeutic recreation and sport*. Each year more than 3,100 children and adults with disabilities participate in our programs to improve the quality of their lives. With specially trained staff, a custom adaptive equipment lab and over 1,200 volunteers, the NSCD provides therapeutic recreation through a variety of winter and summer sports and activities to individuals with almost any physical, cognitive, emotional and/or behavioral diagnosis. Year-round programming is based out of Winter Park Resort and Sports Authority Field at Mile High.

Position Overview:

The Special Events Manager position requires a highly organized, creative, detail oriented and motivated person to serve as lead for event planning, revenue generation, management, production and sponsorship. The position deals with a wide range of responsibilities that include: seeking & securing sponsorships, creating event programs, communicating with event attendees & corporate donors, marketing, contracting vendors, coordinating event logistics, timelines and tasks as necessary for event production. The Events Manager should have a passion for special event management, provide outstanding communication to NSCD staff, vendors and event attendees and volunteers, be an enthusiastic professional, and be capable of building strong and positive relationships with donors and partners.

Duties and Responsibilities:

Event Production:

- Manage implementation of all NSCD major events to include sporting, cultural, marketing, and fundraising events. Anticipate 4-6 major events per calendar year in addition to other NSCD specific fundraising events.
- Prepare and monitor a budget for each event with expectations of meeting/exceeding revenue and reducing/maintaining expenses to achieve budget success.
- Control special event expenses through vendor bidding and securing in-kind donations/services.
- Manage logistical details of all events to include planning, implementation, facility use, procurement, staffing, security and evaluation.
- Coordinate the design/production of event materials: web pages, invitations, programs, brochures, posters, etc.
- Prepare appropriate volunteer and donor acknowledgments for event participation. Responsible for monitoring delivery of invoices/acknowledgement within 72hrs of donor commitment, gift or participation.
- Communicate to Volunteer department what level of volunteer assistance will be needed for each event by

providing an event outline with specific tasks and time frames volunteers will be utilized at events.

Fundraising:

- Assist Development Director in prospecting and securing corporate support for special events and/or identifying viable third party events and fundraising efforts.
- Work in tandem with Grants Manager to identify special events grants and provide necessary fulfillment via event credentials per grant agreements.
- Support the Marketing team with the 50/50 Raffle and other events as needed.

Event Development:

- Responsible for an annual master plan outlining the objectives and timeframe for each event, including schedule of committee meetings and key organizational deadlines.
- Provide excellent customer service to guests by providing an exceptional experience with true hospitality.
- Manage special event volunteers and interns as needed.
- Coordinate with marketing team to develop a timeline and implementation of event related promotional materials and NSCD branding at each special event.

Auction Coordination:

- Responsible for silent and live auction management utilizing event bidding software (ie: Greater Giving)
- Create and implement auction solicitation strategy and directs any volunteers/interns involved in the process of securing auction items.
- Direct auction set-up and displays as well as and break-down and security of items.
- Oversee auction checkout and on-site mobile bidding as well as item delivery to winners.
- Prepare appropriate donor acknowledgments for event participation: auction in-kind donations as well as auction item winners. Responsible for monitoring delivery of invoices/acknowledgement within 72hrs of donor commitment, gift or participation.

Professional Performance:

- Adhere to all Personnel Policies and Procedures for the Agency.
- Maintain professional standards of performance, demeanor, and appearance at all times; act as a “role model” both at and away from the Agency.
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem solving orientation to all tasks.
- Performs all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with agency policies and standards and conforming to the scheduling requirements of the job and program.
- Maintain an awareness of the agency’s mission and work to promote the positive individual and social change goals it embodies.
- Exercise discretion and professional judgment at all times keeping with the responsibilities carried personally and by the agency for the care and welfare of the clients.
- Act with honesty and integrity in all aspects of Agency business.
- Actively strive to upgrade professional skills through engaging in appropriate professional training and experience.
- Actively strive to create and maintain a culturally sensitive environment through communication and interaction that demonstrates respect for diversity, socio-economic and cultural differences.

Other duties may be assigned

Education and Experience Required:

- Bachelor’s degree in business, non-profit management, liberal arts, marketing, or equivalent.
- Four years’ experience organizing/managing complex fundraising events.

- Competency in Microsoft Office Suite, Adobe Creative Suite, Raiser’s Edge, and Greater Giving or similar event management/bidding software.

Additional Experience/Attributes:

- Demonstrated initiative and ability to work with minimal guidance using sound judgement.
- Mental acuity including ingenuity, analysis/problem solving skills, creativity, and concentration.
- Ability to work collaboratively with colleagues and staff in a team-oriented environment.
- Knowledge of physical and cognitive disabilities and the adaptive sports industry is preferred.
- Able to maintain confidential information and accountability for income security.

Work Schedule

This is a full time, year round position. The typical work schedule is Monday – Friday 8:00 am – 5:00 pm. This position will require some weekends and/or evenings to support the needs of the agency in addition to the special events execution.

Salary: A competitive compensation and benefits package is available.

Physical Requirements:

- Dexterity, auditory and visual acuity to operate computers and phones or mobile devices.
- Auditory and visual acuity to interact with guests, sponsors, donors and clients on a daily basis, able to concentrate and perform job duties while working under noisy, busy conditions.
- Able to work for long periods of time without break during the conduct of presentations and events.
- Able to lift 25 lbs. with minimal assistance.
- Able to work outside year round in varying conditions.
- Able to successfully manage multiple, high priority tasks in a fast-paced environment, varied schedule with days and hours of work, based on NSCD needs.
- Must possess a Colorado Driver’s License, and meet background check criteria regarding clearance to drive the NSCD vehicles.

ACKNOWLEDGEMENT

This job description is intended to describe the general nature and level of work performed. It is not intended to be a complete list of all responsibilities, duties and skills required of employees performing this job. Furthermore, this job description does not establish a contract of employment. NSCD may change job descriptions at any time, with or without notice as service needs require.

I have read and understand this job description.

Employee Signature

Date

Equal Employment Opportunity (EEO) Policy

NSCD is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, creed, religion, national origin, disability, sexual orientation, ancestry, citizenship, veteran status, genetic information, or any other applicable status protected by state or local law.

NSCD will consider providing reasonable workplace accommodations if needed.