



Development Manager – Special Events

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| Department: | Advancement |
| Status: | Exempt |
| Education: | Bachelor’s Degree or higher |
| Reports to: | Director of Development – Annual Giving & Special Events |

Description:

The Pinellas Education Foundation is dedicated to accelerating achievement for all students through the effective mobilization of resources, relationships and innovation. The Foundation has been in existence for 32 years and regularly achieves national recognition as a leading education foundation in the country. Some of our signature programs include Enterprise Village and Finance Park and Take Stock in Children, which are all initiatives that got their start in Pinellas County Schools and expanded through partnerships to statewide and international impact. Pivotal to our success is our commitment to equity, collaboration, and innovation. It is through the combination of a commitment to our vision and mission, an effective board, strong staff, and key community partners that the Foundation continues to thrive and maintain high levels of success.

The Development Manager is responsible for the planning and implementation of Pinellas Education Foundation fundraising and donor events and an assigned portfolio of event donors.

Responsibilities include but not limited to:

- Lead and coordinate all development events including the ChangeMakers Breakfast, Evening of Excellence, Walker’s Rising Stars, Superintendent’s Roundtable, Stuff the Bus and other events as needed
- Provide logistical support for other PEF programmatic events
- Serve as foundation liaison/support for all external events benefiting PEF
- Coordinate with communications team on event promotion and print and electronic event communications, invitations, etc.
- Organize event facilities needed and coordinate with Director of Development regarding venue and other event contracts
- Coordinate donor prospect tour logistics
- Manage event budgets and conduct post-event reconciliation

- Monitor event timelines and provide needed reminders to advancement and communications teams to meet deadlines
- Manage sponsor, VIP and attendee lists and RSVPs
- Identify potential new event donors and sponsors through research and networking
- Manage assigned portfolio of event donors and solicit new and returning event sponsors
- Solicit in-kind sponsorships
- Implement stewardship plan for event donors and identify new opportunities for exceptional donor stewardship
- Maintain records of cultivation, solicitation and stewardship in Raiser's Edge
- Provide at minimum a monthly report of updates and activities toward development goals to Director of Development and Vice President of Advancement

Skills/Attributes:

Detail-oriented; strong organizational skills; ability to multi-task and manage competing deadlines; strong interpersonal skills; ability to work well as part of a team; proficiency in MS Office; Raiser's Edge proficiency a plus

Experience Required:

Event planning experience required; nonprofit event fundraising experience a plus

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Interested applicants may email (sharon.sarp@pinellaseducation.org) cover letter, resume and salary expectations. Please include the words, "Development Manager – Special Events" in the subject line. No phone calls will be accepted.