

## JOB DESCRIPTION

POSITION TITLE: Manager- Special Events

SUPERVISED BY: Director- Marketing & Special Events

SUPERVISES: Coordinator- Special Events

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PURPOSE OF POSITION: To assist the Director of Marketing & Special Events in the development, management and implementation of all Agency-sponsored special events.

### ESSENTIAL QUALIFICATIONS:

- Bachelor's degree.
- Highly proficient with MS Office products and databases, including Word, Excel, Access, PowerPoint, and Outlook, as well as the ability to become proficient in other software packages and programs.
- Demonstrated experience in event management/implementation or related field.
- Excellent verbal and written communication skills.
- Self-directed and motivated with strong organizational and interpersonal skills.
- Regular and predictable attendance.
- Ability to work both independently and as an active team member.
- Maturity and sensitivity to cultural and individual differences.
- Ability to maintain professional demeanor while exercising judgment and discretion in work.
- Ability to follow oral and written instructions.
- Ability to perform multiple duties consistently under various conditions and the unpredictable demands common to the work of the department.
- Flexibility in work hours.
- Ability to lift and/or move up to 20 pounds.
- Ability to stand for extended periods of time.
- Commitment to the mission, values, and goals of the Agency.

### ESSENTIAL FUNCTIONS:

- Manage special event operations and production (fundraising, donor development, internal)
- Develop and manage auctions
- Lead the solicitation, marketing, management and implementation of a live and a silent auction. Activities and program development include:
  - Auction item solicitation strategy and materials.
  - Auction item promotion strategy and materials.
  - Auction table sponsor solicitation strategy and materials.
  - Nurturing of auction committee volunteers.
  - Day of event auction set-up, management and implementation.
  - Post-event fulfillment.
- Oversee volunteer operations for events
- Lead the solicitation, marketing, management and implementation of a volunteer-based Shamrock Tag Day. Activities and program development include:
  - Research of volunteer resources.
  - Strategy/Planning/Implementation/Vehicles for volunteer recruitment
  - Strategy/Management for Tag Day activities and materials
  - Manage ongoing program to continually nurture volunteers
- Support the overall goals of special events of increasing revenue, acquiring new donors, solidifying existing special event donor relationships, and presenting a unified, positive image of the Agency to the public.

- Work with various staff and volunteers of Mercy Home's numerous departments, as it relates to their involvement in the implementation of all special events. This includes the Volunteer Resources, Facilities, Development, and Youth Programs Departments.
- Utilize creativity in problem solving capabilities during on-site event execution.
- Anticipate potential outcomes when making event execution decisions.
- Organize individual event priorities and details appropriately in relation to the department's operational plan.
- Manage numerous projects simultaneously and maintain a keen knowledge of each event's critical activities.
- Assist in the management of event budgeting and tracking systems.
- Maintain a valid driver's license, and the ability to drive a van.

RECEIPT AND ACKNOWLEDGMENT:

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- This job description in no way states or implies that these are the only duties to be performed by the jobholder. Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Agency.
- I have read and understand this job description.

This job description was accepted by:

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Manager- Special Events

\_\_\_\_\_  
Date

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Mercy Home for Boys & Girls (The Mission of Our Lady of Mercy, Inc.) is a non-profit Illinois Corporation and an equal opportunity employer.