

<b>Job title</b>	<i>Events and Campaigns Manager</i>
<b>Reports to</b>	<i>Director of Philanthropy</i>
<b>FLSA Status</b>	<i>Exempt</i>
<b>Supervisory Responsibility</b>	<i>No</i>

***At Friends Life Community, we help adults with intellectual disabilities grow personally, develop socially and empower them to discover their calling within the community and the world. Together we are moving toward a more fulfilling life for our Friends and peace of mind for their families.***

***Friends Life Community Core Values: Belonging, Self-Advocacy, Innovation***

#### **Job purpose**

The Events and Campaigns Manager will work closely with the Director of Philanthropy on various fundraising initiatives at times working within a team and other times working independently. This individual must demonstrate high standards of customer service and attention for detail. This position must have an understanding of fundraising and the various cycles involved in sustaining a successful program.

The Events and Campaigns Manager is expected to bring experience and expertise in program development and be able to apply innovation to build out various fundraising campaigns. This person will inspire and mobilize community members to support Friends Life Community. This position is most successful when the individual uses their expertise to utilize and mobilize resources and expand capacity of each stakeholder, partner, team member, so that there is a coalition of community members advocating and growing the mission of Friends Life Community.

#### **Duties and responsibilities**

##### Events Manager

- Oversee all logistics of main fundraising event
- Community-facing events to engage current and potential donors

##### Campaigns Manager

- Monthly Donor
- Giving Days
- End of Year Appeal
- Church liaison

- Create relationships with current church partners and identify ways to enrich partnership
- Identify new church partnerships

#### Donor Stewardship

- With the assistance of the Director of Philanthropy create donor stewardship cycle and execute.
  - Donor Love
  - Birthday's
  - Annual Report
- Attend outreach events as needed
- Maintain CRM (Virtuous)
- Oversee all gift acknowledgements
- Maintain accurate data within current applications, Virtuous, Microsoft 365 and any future applications.

#### Other

- Support the Director of Business Affairs in necessary accounting procedures to ensure accurate reporting of revenue.
- Other tasks as assigned by Director of Philanthropy or CEO

#### Professional Development

- Establish at least one professional development goal and one self-care goal for self to develop throughout the year with the support of supervisor
- Participate in regular trainings, academic activities, and community events to accumulate more knowledge in areas served by FLC

### Qualifications

#### Knowledge and Skills

- Belief in the organization's mission and brand script
- Demonstration of core values: belonging, self-advocacy, innovation
- Large scale (400+ person) event planning experience
- Highly organized and effective time management skills
- Ability to manage conceptual projects and execute projects with a team
- Active demonstration of professionalism and good judgement throughout all work
- Proficient in use of nonprofits CRM's (virtuous preferred)
- Proficient with Microsoft Office Suite
- Excellent understanding of fundraising best practices
- Outstanding communication skills, both verbal and written
- Self-motivated and have ability to work independently
- Available to work rare weekends and evenings
- Understand and demonstrate policies and procedures, safety procedures, and sustain certification of CPR and First Aid.

#### Education

- Bachelor's degree in business, non-profit management, or related field or equivalent education and experience
- 3+ years of fundraising experience

### Working conditions

This position is a full time, salaried position. This position has many diverse responsibilities and requires a high level of multi-tasking. This position will interact with many people on a daily basis and must be able to get work done with many distractions. This position will require direct service as well as administrative responsibilities. The Friends (clients) always come first and every employee is expected to adhere to Friends Life Community's culture and expectations of working with the Friends.

**Physical or mental requirements**

This position requires many hours of relationship building and interaction with others. This position also requires work on the computer and data entry. As an employee of a human services agency, the employee can expect to have diverse responsibilities and often competing priorities. This work is most successful when the employee is effective at time management and intentional about self-care to avoid compassion fatigue and professional burnout.

Because we expect all Friends Life Community employees to interact with our Friends and be willing to support programs, this position is expected to be prepared to work with clients. Friends Life Community does not intentionally enroll clients with violent behaviors; however, employees must understand that clients occasionally have behaviors that are unpredictable or out of the ordinary. These behaviors may include physical harm.

**Please send cover letter and resume attention [admin@friendslife.org](mailto:admin@friendslife.org). No phone calls please.**

---

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	
<b>Employee Signature/Date:</b>	

*Ideally, a job description should be reviewed annually and updated as often as necessary.*