



Position: Director of Special Events and Sponsorships

As a member of the Development and Marketing Communications Team, the Director of Special Events and Sponsorships will lead the design, development, and implementation of annual fundraising events to raise \$750,000 - \$1M for the Humane Society for Southwest Washington, as well as other events and undertakings associated with HSSW and ReTails Thrift Store. In addition to event planning and execution, this position will be responsible for forging relations with key corporate partners across the region to increase engagement and secure sponsorships to meet revenue goals. This position will build annual sponsorship packages that are attractive and relevant to sponsor and provide follow-up stewardship throughout.

HSSW's main fundraising events are the Annual Gala/Auction and Walk/Run for the Animals. These successful and much-anticipated events have excellent reputations in the community and are poised to become even greater sources of revenue to support the organization's mission. In addition to event planning and sponsorship sales, a successful Walk/Run for the Animals event requires recruiting teams, coaching participants, and implementing P2P (peer to peer) strategies to grow event revenue.

Ideal candidates for the position of Director of Special Events and Sponsorships must have excellent communications and interpersonal skills, keen attention to detail, and the ability to work with diverse stakeholders, including staff, volunteers, donors, board members, and the broader community. The Director of Special Events and Sponsorships must be well-organized, demonstrate excellence in logistics and time management, possess a collaborative attitude, and maintain a calm and professional demeanor. Enthusiasm and passion for the mission of HSSW are essential.

This position will also undertake the creation, launch and support of a Donor DIY fundraising program for to enable HSSW supporters to host their own fundraising events to benefit HSSW.

Compensation and Benefits

The Director of Special Events and Sponsorships is a full-time FLSA exempt position with an annual salary of \$70,000-\$75,000 depending on experience. Pay increases are contingent upon experience, attitude, work ethic, commitment to teamwork, learning ability, skill level, core competencies and, of course, organizational budget.

In addition to serving in an organization with a compassionate and strategic purpose; full time employees currently enjoy health, dental and vision insurance benefits that become effective the first of the month after hire. Additional benefits include a generous PTO plan that includes floating holidays and the ability to build a long-term sick leave bank. A matching percentage 401 (k) retirement plan that begins the first month after hire, has a 3-year graded vestment schedule and a ROTH contribution option. An employee assistance program that includes all household member access. A Section 125 FSA Cafeteria Plan for out-of-pocket health and/or dependent day care expenses and numerous employee discounts that include partner organizations and access to affordable life, disability, and accidental supplemental insurance.

Essential Responsibilities

- Work with the Vice President of Development and Marketing to identify fundraising goals, budgets, and requirements for events.
- Grow the base of financial support for HSSW by cultivating new donors and stewarding existing supporters to meet an annual event revenue goal of \$750,000 - \$1M.
- Manage a portfolio of corporate and individual donors.
- Cultivate, solicit, and steward event sponsors throughout the annual event cycle.
- Create and produce unique events that are memorable and stand out among the many nonprofit activities in the community.

- Plan events with attention to financial and time constraints; work with various timelines and projects which happen simultaneously.
- Work with municipalities and hosting venues to gain access and support for events; book and coordinate entertainment, venues and schedule speakers.
- Manage all event operations (preparing venue, invitations etc.); work with graphic designers in the creation of materials and graphics, solicit volunteer support and hire contractors.
- Identify and ask for donated auction items and possess the ability to work in fundraising platforms (Greater Giving and other fundraising software).
- Oversee all “day of” events tasks and responsibilities.
- Finalize all event wrap activities, including paying invoices, final analysis, and wrap up communication with donors.
- Work closely with colleagues to develop a comprehensive communications and marketing plan for events.
- Launch a Donor DIY fundraising program to enable committed supporters of HSSW to host their own fundraising events on behalf of the organization.
- Identify of a suitable platform and development of a use-friendly program and process and market the Donor DIY program.
- Foster teamwork, maintain positive communications, and highlight departmental goals and accomplishments to HSSW staff and volunteers
- Other duties as assigned by supervisor or president

Professional and Individual Requirements, Attributes and Competencies

- Proven development skills in gala and P2P fundraising, sponsorships and corporate relations
- Successful track record as a development officer through event sponsorships
- Ability to launch new and innovative programming such as the Donor DIY initiative
- Ability to work independently and also function as a collegial and reliable team member
- Demonstrate an attitude of being in service to all stakeholders; using good judgment; maintaining a positive outlook; and, ideally, a sense of humor
- Exemplary verbal and written communication skills
- Previous experience working in the field of event planning for a non-profit or for-profit organization required
- High level of confidence in engaging with donors, board members, and the public
- High level of integrity and professional maturity to handle stress and remain calm
- Strong proficiency in all Microsoft Office applications
- Possess and maintain a valid Driver’s License and insurable driving record

Culture

- **Vision:** A community where everyone loves and cares for animals.
- **Mission:** Rescue. Return. Restore. Rehome. Reconnect. One animal at a time.
- **Values:** Compassion. Collaboration. Excellence. Service. Integrity. Stewardship.

We endeavor to seek excellence in all we do; we strive to maintain a positive attitude while doing it; we seek out opportunities to be in-service to one another; we depend on teamwork & collaboration in setting and achieving goals; with leadership as a core value, we recognize that everyone can lead by setting an example of excellence, attitude, service, teamwork & collaboration.

Physical Demands and Working Conditions

The Director of Special Events and Sponsorships must be able to speak to groups of people, repetitively use hands to operate computer, telephone, and electronic devices; use computer keyboard for extensive periods of time. They may be required to lift, push and/or pull 25-50 pounds for situations of setting up for events and moving supplies/materials, Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed in a standard office cubicle environment, with exposure to environmental conditions that include working near animals. Primary workplace is at an animal shelter that operates 7 days per week, with potential exposure to fractious animals;

high noise levels; zoonotic diseases; animal bites and scratches; cleaning chemicals and allergens. Potential exposure of infectious diseases to owned animals. Some work will be performed at offsite locations for events and event preparation and coordination.

*This job 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. **The HSSW participates in E-Verify and requires a pre-employment drug screening for illegal substances.***

If you feel you are the ideal candidate and you meet the qualifications for this position, please submit an HSSW application, along with resume and cover letter if included, by email to jobs@southwesthumane.org. Please enter *your first and last name in the subject line followed by “; Director of Special Events and Sponsorships”*. If you prefer you may place your application in an envelope to mail or hand deliver. Please label Attn: Human Resources; Humane Society for Southwest Washington, 1100 NE 192nd Ave, Vancouver, WA 98684. You can find the link to our application here on our website hssw.org/careers.