



Title:	Philanthropy Events Manager
Department:	Philanthropy
Reports To:	Senior Manager, Philanthropy
Classification:	Full-time/Annual, Salaried/Exempt
Pay Range:	\$43,000 to \$46,000
Work Schedule:	Monday through Friday with evenings and weekends during events; flexible work schedule
Benefit Package:	Full benefit package; health benefits 100% premium paid by IslandWood, 401k, 3 weeks paid vacation

Overview:

The Philanthropy Events Manager is responsible for providing project management and detailed support of IslandWood's donor-related events and experiences throughout the year. This position is outward facing and represents the organization while working with various leadership committees to deliver results. This function supports a broad range of organizational goals while leveraging existing donor relationships, and the Philanthropy teams' strengths/passion for hospitality. This role acts as a project manager to ensure the marketing, program delivery, and event content is in place and on track to meet goals and objectives. This position also collaborates and communicates with team members across functional groups within the organization, interfacing with the Special Events Production Manager, Event Sales, Communications, Accounting, and IT teams.

Responsibilities:

Support logistical accountability for donor-related events assuring all elements are delivered on time and on budget. IslandWood's portfolio of philanthropy events currently includes but is not limited to the following events:

- Dinner in the Woods (DITW)
 - Auction Redemptions
- Circle of Friends
- Broad Base Donor Engagement Events (Community Dinners, IslandWood Invites)
- Weekend in the Woods
- Ad-hoc Major Gifts Event Execution

Event Production

- Work with Sr Manager, Philanthropy and VP of Philanthropy to identify appropriate themes, and storyline for each event.
- Primary staff support to board and volunteer committees to effectively manage and implement IslandWood's events for the Philanthropy team. Lead event committee/team meetings, record minutes, ensure clarity of roles, provide input on planning documents, adhere to agreed timelines, and evaluate outcomes to inform continual improvement.
- Develop and execute event project plans alongside the Special Events Production Manager. Be the point person to manage and coordinate aspects of the event including but not limited to marketing, audience development, collateral materials, and post-event acknowledgement.
- Manage all hired and volunteer talent to support the needs of the event.
- Determine and execute strategy/ideation, procurement, and redemption of all auction items for *Dinner in the Woods*.

Audience Development

- Collaborate with the Senior Manager, Philanthropy on a holistic approach to drive sell-out, audience development and engagement strategies in advance of and following all events.
- Solicit input from major gifts team and collaborate with Foundations and Corporate Relations Manager to develop event specific opportunities and ensure fulfillment of sponsor benefits.

Event Reporting and Tracking

- Support logistical accountability for events, regularly reporting on progress/status of project plan.
- Disseminate event information internally to key staff, including event briefs, agendas, talking points and scripts, maps, and other relevant event information.
- Lead gratitude efforts and donor follow up after the event including supporting the post-event donor engagement plan.
- Support post-event tasks including the reconciliation of budget with IslandWood's Finance department, evaluation, and recommendations for the following year.
- Work alongside the Special Events Production Manager and Event Sales team using established procedures and tools, including but not limited to IslandWood's Event Management System (EventPro) and customer relationship management platform (Salesforce), to ensure event delivery is communicated clearly, tracked effectively.
- Work with the Philanthropy Operations Coordinator to ensure accurate financial coding and gift acknowledgement for event/auction related commitments.
- Serve as the gatekeeper for all Philanthropy Event Requests made to the Special Events Production Manager and Event Sales team. This role ensures event requests and planning support is requested through the appropriate RFP system.

Other Responsibilities:

- Participate in necessary meetings and activities, which may include some evening hours or weekends throughout the year.
- Provide outstanding customer service to all internal and external constituents and represent IslandWood, and serve as an ambassador for the organization.

Required Qualifications:

- College degree or equivalent combination of education and related work experience.
- Ability to develop, plan, and implement appropriate strategies into fundraising plans and possess a clear understanding of the fundamentals of fundraising initiatives.
- Demonstrated success in major non-profit event planning, execution and project management.
- Excellent interpersonal, verbal and written communication skills; experience in working with board members individually and in committees.
- Strong program management and organizational skills.
- Experience successfully leading highly complex projects and events.
- Possess analytical skills and ability to locate and interpret financial information.
- Proven ability to lead meetings and support committee chairs and board members.
- Ability to work under pressure, juggling many tasks simultaneously.

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- Ensure the confidentiality and security of proprietary and donor information.
- Demonstrated ability to relate with sensitivity and tact to a variety of individuals and groups.
- Excellent time management, organization and independent judgment skills.
- Proven ability to take responsibility and problem-solve in a proactive manner.
- Strong PC skills with proficiency in MS Word, Excel, PowerPoint and Outlook.
- Experience using Salesforce or similar donor database is required.
- Demonstrate IslandWood's core values that enable teams and individuals to succeed with shared respect and purpose.
- Support IslandWood's strategic plan to expand our mission and impact, and commitment to mission, vision, values and goals of IslandWood.
- Commitment to support IslandWood's work towards equity, diversity and inclusion in the workplace.
- Experience in engaging with diverse communities.
- Must be able to comply with and maintain a drug-free work environment.
- Must pass child safety screening procedure; post-offer.

Application Requirements:

Please submit a cover letter, resume and 3 current references to: employment@islandwood.org and please note "Philanthropy Events Manager" clearly in the email subject line.

Or, complete and submit an [Application for Employment](#) to: IslandWood
Search for Philanthropy Events Manager
4450 Blakely Avenue NE
Bainbridge Island, WA 98110.

Position Posted: 08 March 2019

Application Deadline: Open until filled

Start Date: As soon as practical; March/April 2019

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve is critical to our ability to be culturally responsive.