

SAVE – Suicide Awareness Voices of Education

7900 Ave. S., Suite 810
Bloomington, MN 55431

JOB TITLE: Events Director

GRADE: Not Applicable

JOB STATUS: Full Time

LOCATION: Bloomington, MN / Hybrid

DEPARTMENT: National Outreach & Events

APPROVED BY: CEO

REPORTS TO: CEO

DATE: February 2023

HOURS: 40 HRS /WEEK + SOME NIGHTS & WEEKENDS DURING SUMMER

SCOPE OF POSITION:

Events Director will be responsible for implementing the strategic plan to procure funds for SAVE while promoting its mission and programs. Reporting to the Chief Executive Officer (CEO), this position will be responsible for directing our fund-raising efforts with a primary emphasis on sponsorships and events. This includes leveraging key relationships statewide and nationally to support SAVE's ability to achieve its annual revenue goals.

PRIMARY RESPONSIBILITIES:

- Strategic planning and development of major fundraising events
- Primary lead in the preparation, coordination, and execution of SAVE events, including but not limited to communications, creation and distribution of event promotional materials, shipping / transporting event related supplies.
- Attendance at most events. Some travel required.
- Partnership with network of local charters to support the successful execution of their planned events.
- Support of 3rd party fundraising events related to SAVE's mission and programs.
- Other tasks as assigned.

EDUCATION AND EXPERIENCE:

- Bachelor's degree.
- Three or more years of related experience in fundraising with successful documented history.
- Experience working with non-profit donor management systems (e.g., DonorDrive) a plus.
- A passion for SAVE's mission to prevent suicide (nice to have).
- Certified Fund-Raising Executive (CFRE) certification (nice to have).

KNOWLEDGE, SKILLS AND ABILITIES:

- Attention to detail with exceptional organizational skills and the ability to manage multiple projects effectively.
- Strong motivational and teamwork skills and ability to work well with SAVE team and volunteers.

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- Experience developing and working with a graphics designer to produce highly professional digital and analog marketing materials.
- Comfortable with public speaking.
- Ability to gain the respect and support of key stakeholders quickly and effectively.
- Resourceful, competitive, and committed to marketing in the non-profit marketplace.
- Ability to ask for and close on sponsorships of \$5,000+.
- Ability to function independently.
- Ability to communicate complex and sensitive information effectively.
- Ability to exercise discretion and professionalism.
- Strong customer service skills.
- Strong oral and written communication skills.
- Strong organization skills and ability to prioritize.
- Will require some physical activity (e.g. lifting of boxes / set up of events)

COMPENSATION: NEGOTIABLE

No Phone Calls. Please send cover letter and resume to Pete Theisen at ptheisen@save.org