



POSITION: Special Events Manager

LOCATION: Charlotte, NC

REPORTS TO: Chief Advancement Officer

SALARY RANGE: \$50,000-\$60,000

POSITION SUMMARY:

The Special Events Manager will report to the Chief Advancement Officer and is an integral part of the Advancement team as systems are put in place to grow the fundraising effectiveness of the organization. The Special Events Manager will represent Dream On 3 (DO3) in the community as it relates to Special events hosted by Dream On 3 directly as well as on behalf of the organization (3rd Party Events.) This position will be key in developing, cultivating and stewarding donor relationships and effectively managing all aspects of Dream On 3 special events.

ABOUT DREAM ON 3:

Launched in 2013, Dream On 3 is a national non-for-profit organization that is based in Charlotte, NC and its mission is to create experiences of joy, hope and encouragement for children and young adults living with life-altering conditions, including those with mental health challenges and intellectual disabilities, by making their sports dreams come true. Dream Recipients are given the opportunity to live out their ultimate sports dreams through customized experiences with a favorite athlete, sporting event, or sports team.

RESPONSIBILITIES AND DUTIES:

- Oversee all functions of the Carolina's Dream Gala including but not limited to, budget management, sponsorship solicitation, vendor relationships, silent/live auction management and event logistics
- Solicit, manage, motivate and cultivate Queen City Business of the Year fundraising competition participants and future participants as part of the Carolina's Dream Gala
- Create and manage QC Business of the Year company participants' fundraising competition websites and run fundraising reports as needed
- Represent DO3 as needed in the community, which may include speaking engagements, community event attendance and media appearances
- Act as the main point of contact for community members that host 3rd party events to benefit DO3 and provide them the resources and support needed to accomplish a successful fundraiser

- Work closely with staff and volunteers on event preparation, set-up and seamless execution of all special events and functions
- Partners with members of the Marketing team on the creation of fundraising collateral as it relates to special events and promotions
- Partners with the Chief Advancement Officer, Director of Finance and Operations Manager on maintaining accurate donor records in CRM as well as implementing and managing a donor/event participant stewardship plan which involves communication with donors, sponsors, and potential supporters
- Serve as an instrumental part of the DO3 team and assist as needed to serve and carry out the mission of the organization

QUALIFICATIONS:

- Bachelor's degree and 4+ years of special event management experience (non-profit preferred)
- A high degree of initiative and a strong commitment to relationships
- The ability to quickly respond to needs of fellow team members
- Team player and creative thinker combined with strong, detail-oriented skills
- Must have excellent communication skills, verbal and written, as well as proofreading skills with a great attention to detail
- Strong computer skills in the MS Office suite and database knowledge (Salesforce preferred)
- The ability to adapt to fluctuations in workflow and contribute to multiple aspects of the organization
- Track record of successful special event planning and delivery
- Ability to work occasional nights and weekends as needed
- Passionate commitment to Dream On 3's mission and core values: Stewardship, Way Maker, Inspiration, Mission Focus and Servanthood
- Perform other duties as assigned and necessary

BENEFITS:

- DO3 offers a competitive salary and comprehensive benefits including fully paid health insurance for the employee, a matching 401(k) retirement program, a monthly cell phone stipend, organization holidays and paid time off, along with one paid Friday off per month

TO APPLY:

Please submit cover letter and resume to Donna Stucker, Chief Advancement Officer at donna@dreamon3.org.