

## Director of Annual Giving and Special Events

### **Position Summary:**

The Director of Annual Giving and Special Events, working closely with the Vice President of Advancement, development staff and the President/CEO of Tenacity, will have primary responsibility for the following areas: Annual Fund, events, newsletters, marketing and the use of social media vehicles, as well as significant involvement with office operations. This is an ideal job for a personable, mission driven, tech savvy, energetic and professional individual with at least 5 years of nonprofit development experience, or in an area readily transferrable.

### **Responsibilities:**

- Strategize, design and execute high impact annual fund campaigns. Work will include segmenting and targeting solicitations, managing vendors, ensuring timely mailings, overseeing gift acknowledgements and producing reports.
- Working with consultants, staff and volunteers, help plan the annual Gala as well as coordinate and manage all operational efforts having to do with the Gala, such as correspondence, invitations, RSVPs, registration and check out systems.
- Oversee and execute all additional special events during the year.
- Work with appropriate personnel to help conceptualize, develop and produce marketing materials, with primary responsibility for newsletters, annual appeals and annual report.
- Oversee initiatives to expand prospect research.
- Assist in the development and evaluation of appropriate budgets.

**Qualifications:** Strong candidates for this position will have many of the following characteristics:

- Bachelors degree, and five or more years experience in a fast paced, nonprofit environment and/or related corporate experience resulting in transferable skills. Advanced degree a plus.
- Results-oriented and driven, with an entrepreneurial approach to fundraising and problem-solving.
- Strong organizational, management and systems skills, with excellent writing ability.
- A high level of computer skills. Proficient knowledge of Microsoft Word, Excel and PowerPoint expected. Publisher, Photoshop and Raiser's Edge (or similar development software) a plus.
- A professional and resourceful style with the ability to work independently and as a team player; to take initiative and manage multiple tasks and projects.

### **To apply:**

Send resume and cover letter to [DevJobs@tenacity.org](mailto:DevJobs@tenacity.org) with the subject line "#136 – Director of Annual Giving and Special Events" in the subject line of your email.