

**Britepaths**  
**JOB DESCRIPTION - 2018**  
**DEVELOPMENT ASSOCIATE - SPECIAL EVENTS**

Job Title: Development Associate – Special Events  
Reports to: Director of Development  
Job Status: 35hrs/wk, salary

**Duties and Responsibilities**

Directly responsible for special events activities achieving fundraising goals. Assist Director of Development (DOD) by strategizing and participating in the annual giving program, including major gifts, personal, foundation, corporate, and in-kind solicitation programs. Works with Communications Manager to develop effective promotion of events and programs. Manages fundraising volunteers and coordinates activities with objectives of providing optimum visibility and fundraising success. Strategizes with DOD and implements direct mail appeals.

**Position Requirements**

Candidate must have a proven track record in successful event planning. Experience in managing volunteers. Experience in a goal and team-oriented environment with a willingness to meet measurement criteria for projects; and an ability to work under pressure and meet deadlines. Must have self-motivation, excellent planning and organizational skills, and excellent skills in volunteer management. Hands-on ability to work with computer programs and has a proficiency in MS Office. Strong writing, editing and interpersonal skills are essential. Must be willing to make 2-3 evening meetings per month, including some weekends.

**Functions**

**Function 1:** Assists the Director of Development in achieving fundraising goals. Assists DOD in developing and implementing an annual fundraising plan, integrated with marketing and public relations plans, which maintain a sound financial position sufficient to meet Britepaths' requirements.

1. Assists DOD in analyzing donor and donation data in order to understand the effectiveness of annual fundraising plan.
2. Provides data and works with Finance Committee to ensure proper accounting for donations.
3. Maintains a portfolio of major giving, in-kind, and sponsorship prospects.
4. Maintains the record-keeping system for donor files and acknowledgments and maintains updated newsletter mailing list.
5. Manages timely event related updates on website.
6. Works with Communications Manager in development of media campaign to support fundraising activities.

**Function 2:** Responsible for the success of special events.

1. Strategizes with Executive Director and Director of Development for the overall goal-setting for special events.
2. Manages Volunteer Special Event Planning Committee for the purpose of planning and executing events.
3. Ensures proper implementation of special events.
4. Ensures proper underwriting, procurement for services and supplies (including in-kind services), logistics, marketing and promotion is completed to maximize profit from events.
5. Actively participates, monitors and evaluates special events to determine success level and analyzes final results to determine cost effectiveness. Reports final event data to DOD and ED.
6. Ensures appropriate and timely follow-up and recognition is completed after each event.

**Function 3:** Performs other related duties as assigned.

1. Makes presentations promoting Britepaths to groups as requested.

2. Supervises Development volunteers who assist with administrative tasks, including filing, data entry, assembling acknowledgments and event implantation.
3. Projects are accomplished in the allotted time and results are reported appropriately.
4. Actively participates in staff meetings.