



## **Job Description**

### **Job Title: Senior Event Specialist**

**MAIN FUNCTION:** The Senior Event Specialist will oversee all aspects of community fundraising, including support of donors in executing Do-It-Yourself, third-party and online community fundraising efforts. He or She will represent CFBNJ in community initiatives and at events that support our brand and fund raising goals. She will also support the Director of Special Events with all event logistics for CFBNJ special events. All data for special events will also be managed by the Senior Event Specialist.

### **POSITION RESPONSIBILITIES:**

#### **Essential Functions**

##### *Third Party/DIY/Community Fundraisers*

- Develops and executes, in collaboration with the VP of Development, a plan to increase the number of group and individual participants and total funds raised through DIY and Virtual Food Drives using TeamRaiser.
- Monitors and meets annual fund raising targets for all community fundraising revenue streams.
- Responsible for Luminate donation page management.
- Responsible for input of RE data and actions as it relates to DIY, third-party and community fundraising events.
- Contacts community partners and identifies opportunities regarding upcoming promotions and events
- Create Toolkits for downloads, and emails to potential fundraisers
- Creates and executes, in collaboration with the Director of Special Events a plan to expand the restaurant participation and funds raised through the restaurant fundraising program: "Dine for Food. Help. Hope."
- Manage all events via Luminate & TeamRaiser software platforms.

##### Special Events

- In association with Director of Special Events, senior leadership and/or consultants, helps execute Chefs Tableside Dinner, Women's Luncheon, Real Estate Breakfast, Spring Gala and other signature CFBNJ produced events.

##### Overall

- Maintains a positive work attitude by acting and communicating in a manner conducive to good interpersonal relations (e.g., helpful, courteous, pleasant) with customers, all public, co-workers and managers, in accordance with the spirit of CFBNJ's mission.
- Ensures that each fundraiser receives appropriate acknowledgement through the CFBNJ donor recognition channels.
- Monitors the success of all programs, strategies and revenue, making course corrections as required.

#### **Secondary Functions**

- Works with marketing and PR staff to ensure that Third Party and CFBNJ events are actively promoted.
- Performs other duties as assigned within the scope of the position.

- Relied upon as resource for Cause marketing Campaigns as these efforts will be transitioned to Corporate Relations team within Resource Development. Support the team as necessary when they take over the relationships.

**ESSENTIAL SKILLS AND EXPERIENCE:**

- Strong organizational, interpersonal and communications skills; ability to work effectively with various constituencies and volunteers
- Ability to develop, plan and implement short and long range goals
- Knowledge of budgeting
- Negotiating skills
- Proficient with Microsoft Office suite applications, Raisers Edge and Luminare software preferred.
- Attention to detail
- 3-5 years event experience required
- Must be able and willing to work occasional nights and weekends as the position demands.

**EDUCATION:**

Bachelor's Degree required.