Events and Partnerships Specialist

To apply, please send your resume, cover letter and salary requirements to: hr@azhumane.org

POSITION SUMMARY: Under the direction of the Institutional Giving Manager, the Events and Partnerships Specialist will be responsible for the strategy, communication, promotion and execution of AHS signature events and will serve as the point of contact for all grassroots fundraising and third party fundraising events in which AHS is a participant or beneficiary. This individual will be responsible for the full range of duties associated with the identification, cultivation, solicitation and stewardship of donors, corporate sponsors and partners to meet a $1.5 million event budget and support the overall strategic plan of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Compassion with Fashion
Manages Compassion with Fashion luncheon and fashion show, including but not limited to:

- Manages event logistics, communication and execution of décor, silent auction, fashion show, registration, ticket sales, guest lists, volunteers, operations, and post-event follow up.
- Coordinates the management of requests, obtaining approval, managing event project plan, collecting and reporting key data, ensuring deadlines are met and goals are achieved in a timely manner.
- Identifies and executes corporate event sponsorship solicitations and ensures that all sponsorship deliverables are met.
- Actively identifies, cultivates, solicits and stewards individual donors and corporate partners whose entry to AHS has been Compassion with Fashion.
- Manages RFPs to secure venues and works with vendors to ensure expense control.
- Manages budgets; monitors all expenditures and tracks/codes all invoices.
- Event Committee – event chair communications, planning and running monthly committee meetings, all communications, timelines and stewardship.
- Manages internal communication and roles/responsibilities with staff, volunteers and Board of Directors.
- Manages external communication with sponsors, partners, vendors, guests and donors including outcomes/exposure and acknowledgement.
- Creates, manages and nurtures relationships with key partners (i.e. event committees and key constituents), both internally and externally and provide high level, timely customer service.
- Maintain a professional, can-do attitude and can manage unanticipated changes that have tight turnaround times by adjusting schedules for other projects and clearly communicating those changes to stakeholders and team members.

Summer To Save Lives Campaign

- Manages all campaign logistics, communication and execution of sponsorships, partnerships, online fundraising strategy, Save a Life Kennel Lock-In, donor telephone outreach, volunteer requirements and post-event follow up.
- Identifies and helps support execution of corporate sponsorship solicitations and ensures that all sponsorship deliverables are met.
Third Party Fundraising Events
Responsible for all other AHS fundraising events including, but not limited to, Uncle Bear's Arizona Beer Week, Scottsdale Beer Company Bark N Brew and Dogs Day in the Park.

- Develops and communicates event timelines to include promotions, communications, the securing of sponsorship and partnerships. Responsible for assigning and follow up of all action items.
- Identifies and executes corporate sponsorship solicitations and ensures that all sponsorship deliverables are met.
- Plan and execute small events with fundraising components, working collaboratively with Community Engagement and Marketing teams to plan and execute outside events with fundraising components (including but not limited to open houses, launch parties, retail-based events).
- Other duties as assigned.

QUALIFICATIONS:
1. Bachelor's degree and two years of experience in event planning or non-profit development; OR experience in corporate relations or outside sales; OR any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
2. Demonstrated experience building and maintaining effective working relationships with internal and external stakeholders and partners; knowledge of donor cultivation and solicitation principles and processes required.
3. Strong negotiation skills.
4. Comfortable networking in high-profile social circles.
5. Attention to detail, critical thinking and problem solving skills required.
6. Must be able to work independently, under pressure and manage multiple tasks and projects simultaneously.
7. Ability to articulate AHS mission, programs and services. Must be comfortable speaking to large groups. On-camera experience a plus.

Language Skills: Able to speak, read and write English. Excellent written and verbal communication skills.

Mathematical Skills: Able to develop budgets and estimate costs.

Computer Skills: Proficiency with Microsoft Word, PowerPoint, Excel, Outlook and Explorer; able to learn other software programs as necessary. Proficiency in Raiser’s Edge fundraising database software required.

Certificates, Licenses, Registrations: Valid AZ Driver's License and insurance.

Other Skills, Abilities and Qualifications: Regular attendance is required. Access to reliable transportation.

Physical Demands: While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: There will be exposure to dust, heat, cold and temperature changes; occasional wet floors, and animal noises, odors and dander. Most time will be spent in a typical air conditioned and heated office environment.