



JOB POSTING

Title:	Development Manager – Special Events
FLSA Classification:	Exempt
Pay Range:	\$70,000 - \$75,000 DOE
Posting Date:	January 12, 2024

Overview

Who We Are

The Ronald McDonald House Charities of Western Washington & Alaska supports seriously ill children and their families by providing housing, meals, and other essential support services at our facilities in Seattle, WA and Anchorage, AK. Each night we house 139 families, offering the comforts of home near the medical care their children need. Enabling families to stay close to their hospitalized child supports the health and well-being of the child and saves families millions of dollars in hotel and food costs each year. At the House, each of these families finds comfort, support, and hope as they navigate their child’s medical crisis. RMHC of Western Washington & Alaska is an independent not-for-profit 501(c)(3) organization.

Who you are

The Development Manager serves as an enthusiastic and articulate representative of RMHC to the community, offers guidance and encouragement to third-party event fundraisers, attends all RMHC special events, and manages event volunteer support.

In all aspects of their role, the Development Manager strives to work in a manner that delivers quality results that are respectful and supportive of others and help build a strong team environment that fosters creative and innovative ways to improve the lives of the families at RMHC.

JOB SUMMARY

The Development Manager will manage cultivation and fundraising special events to engage existing and new RMHC donors. The position reports to the Director of Development--Special Events and works closely with the Development team and Executive Director in stewardship of donors, sponsors, corporate partners, and volunteers.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- In tandem with the Director of Development – Special Events, support growth of fundraising events and peer-to-peer fundraisers, including but not limited to the House that Love Built Gala.
- Assist with strategic planning, execution, and evaluation of events with accountability for revenue goals.

- Manage aspects of the Gala, including but not limited to procurement, timelines, invitations, collateral, sponsor recognition, decorations, auctions, awards, volunteers, and summary reports.
- Contribute to the yearly budget process by supporting accurate event income and expense reports.
- Collaborate with the Director of Volunteer Services to ensure adequate event staffing.
- Serve as a point of contact for Gala subcommittee chairpersons, progress reports, event timelines, meeting agendas, and meeting minutes.
- Serve as liaison with key event vendors and service providers.
- Partner with the Communications Manager to develop and execute event communication plans.
- Organize and execute select administrative components to thank and appreciate donors and track stewardship of donors, board members, and volunteers.
- Oversee and serve as point of contact for volunteer-led, third-party fundraiser guidelines and maintain support materials.
- Attend third-party events as necessary to ensure brand compliance, event success, and mission awareness.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

ESSENTIAL SKILLS AND ATTRIBUTES

- Exceptional communication/interpersonal skills to establish and maintain cooperative working relationships with corporate partners, department leaders, colleagues, external vendors, volunteers, donors, and prospects.
- Program management skills including planning, organizing, staffing, and evaluating programs.
- Effective decision making, leadership and volunteer mentorship.
- Ability to work and make judgements independently and take initiative. Self-motivated for excellence and able to take direction as a team player.
- Ability to effectively present information.
- Familiar with volunteer/staff partnerships in achieving desired outcomes.
- Capability to leverage relationships and negotiate agreements.
- Working knowledge of Raiser's Edge software as it pertains to moves management of donors and fostering a culture of philanthropy.
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint).
- Able to manage multiple projects and effectively prioritize tasks in a fast-paced environment.
- Requires flexibility in personal schedule to attend occasional evening and weekend events.
- RMHC requires all employees to be fully vaccinated against COVID-19.

Education/experience

- Three to five years' experience successfully executing mid- to large-level community-based events.
- Experience managing golf fundraising events a plus.

Physical demands

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 is performed in an office environment and requires the ability to operate standard office equipment and keyboards. Must be able to remain in stationary position for prolonged periods.
- Lifting, carrying, pushing, or pulling moderately heavy objects.
- Able to lift 25 lbs.
- Requires 10-12 hour workdays leading up to events, and 15-hour days at events with 75% of that time standing or moving around the event quickly.

Here's why you'll love working at RMHC:

Amazing People – We are a collective of dedicated nonprofit professionals, direct service family advocates, social workers, and bilingual housing and facilities teams that make the RMHC House a home away from home.

Caring Environment – Our House is a community where our nurturing staff support and provide services for families who are experiencing unique pediatric medical episodes in their lives; our House sparks joy and celebration to help lighten the heaviness of enduring medical treatments.

Great Location – Our House is nestled in the beautiful Laurelhurst neighborhood of Seattle, WA along the Burke Gilman trail and a short walking distance from Seattle Children's Hospital.

Robust Benefits –RMHC offers generous paid time off that includes 10 paid holidays, 12 sick days, 2 personal days and vacation per our schedule and DOE, 100% employer-paid medical/vision and dental plans, life insurance, and 401(k) retirement savings with an employer match.

Strong History –A Home Away from Home: RMHC of Western Washington and Alaska was established in 1983 with its first House opening in Seattle and serving 22 families. Today we have three facilities in Seattle, including 10 Bone Marrow Transplant Apartments with a total of 105 rooms. Our Anchorage House in Alaska has 34 rooms and is nestled on the 6th floor of the Alaska Native Medical Center's patient housing. Patients include expectant mothers with high-risk pregnancies as well as pediatric patients and their families.

HOW TO APPLY

To respect the time of our applicants and reduce barriers, we do not require a cover letter. However, **first consideration is given to candidates who submit a paragraph sharing their understanding of the position and why they are interested in it.** We will accept resumes until the position is filled. Priority will be given to candidates who submit resumes by January 26, 2024.

Please submit your materials to hr@rmhcseattle.org with "Development Manager" in the subject line.

Ronald McDonald House Charities of Western Washington & Alaska is an equal opportunity employer. We value a diverse workforce and strongly encourage applicants of all backgrounds to apply, regardless of race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity/expression or disability.