

# Director of Special Events

## Junior Achievement of Washington

Junior Achievement's mission is to empower young people to own their future success. JA educates and inspires young people in the areas of career exploration, work readiness, entrepreneurship, financial literacy and philanthropy. Junior Achievement of Washington serves over 81,000 students annually across Washington State. This position directs fundraising/marketing events to secure revenue that meets specific monetary goals. This position is responsible for directing logistics, staffing, and budgeting of selected special events, maintaining/increasing existing revenue partners, as well as integrating marketing, public relations and social media activities related to the assigned events. This position may supervise one or more event coordinators.

### Position Duties:

Under the direction of senior leadership, manages and implements strategy and tasks for designated special events. Secures participants, donors, sponsorships, auction items, and in-kind donations, as well as ensures the efficient operation of the special event. Directs fundraising events at day of event, registration procedures, recruitment of volunteers, data entry into organizational databases, peer-to-peer fundraising websites, marketing, advertising and promotion efforts to increase event donations and participation.

1. According to a defined timeline, organizes and directs assigned events to generate target revenue.
2. In collaboration with senior leadership and Development staff, generates and develops new funding leads and maintains & increases existing donor accounts. Contributes to the achievement of fund-raising events goals in JA regions statewide.
3. Develops printed and electronic material, fundraising websites, press releases, social media strategies, and media coverage to promote the events and increase awareness of JA.
4. Responsible for the preparation of assigned events income and expense budgets, cash flow projections including the tracking of revenues and prospects, invoicing, expense and budget adjustments.
5. Negotiates and works with a wide variety of event vendors: venues, graphics, media, supplies, catering, etc.
6. Provides timely acknowledgements/thank you letters to event participants, and ensures they receive regular communication.
7. May serve as a board liaison or give presentations related to assigned special events.
8. May directly or indirectly supervise one or more special event team members by creating a rewarding and collaborative work environment that assures achievement of the goals and objectives of the special events team and overall organizational goals.
9. Teaches or volunteers at a JA Program once per year, to understand and experience the JA mission.

**REQUIRED:**

Five years or more of special events experience, specifically directing golf tournaments, auctions, auctions, and/or dinner galas. Bachelors degree or equivalent. Strong organizational, interpersonal and presentation skills. Detail oriented and excellent communicator. Proven ability to work well independently and with little supervision, as well as part of a collaborative team. Ability to work accurately and quickly under stress to meet deadlines. Effective problem solving and decision making skills.

Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook). Availability to work nonstandard hours including occasional evenings or weekends. Ability to stand on feet for extended periods of time, during the implementation of special events. Ability to lift up to 30 pounds. Valid driver's license and regular access to a vehicle.

**DESIRED:**

Previous supervisory experience. Advanced proficiency with MS Office Suite. Adobe Photoshop, Illustrator, InDesign, Publisher, WYSIWIG website platforms, Greater Giving, Social Media platforms, and Raisers Edge, BCRM or other CRM database highly desirable.

**JOB LOCATION/HOURS/BENEFITS:**

Based at the JA World Learning Center in Auburn, WA OR at JA's HQ office in Seattle. Standard office hours, Monday through Friday, 8am to 4:30 or 5pm, with occasional evenings and weekends. Full time, salaried, benefits eligible.

To apply please email resume & cover letter to:

Lynn Moltke, VP Special Events, Marketing & Operations, [lynnm@jawashington.org](mailto:lynnm@jawashington.org)

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