



## POSITION DESCRIPTION

**POSITION TITLE:** Special Events Manager

**OPERATING UNIT:** Resource Development

**REPORTS TO:** Chief Resource Officer

**CLASSIFICATION:** Full Time

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### **POSITION SUMMARY**

The Special Events Manager has a unique and important role at Girl Scouts Western Oklahoma. Reporting to the Chief Resource Officer, the Special Events Manager is a member of the Resource Development team responsible for securing public support for the organization. The primary role of the Special Events Manager is to manage the annual Juliette Low Leadership Society Luncheon (JLLS) and Cookies & Cocktails while working directly with donors to secure sponsorships for these special events as well as council Girl events. This is a prime opportunity to engage regularly with community leaders working on volunteer event committees, have meaningful experiences securing support for the next generation of women leaders in western Oklahoma, and gain valuable experience working with volunteers and events management.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Manages and oversees volunteer committees to manage and organize logistics, timelines, and goals of the JLLS Luncheon and Cookies & Cocktails to meet council fundraising goals. (i.e., generate new member and sponsor dollars through events)
- Holds own portfolio with established revenue goals
- Responsible for meeting or exceeding budgeted special event goals
- Secures sponsorships and manages relationships with donors for all Girl Events for the council
- Responsible for leading donor recognition/engagement events
- Effectively represents the organization with corporate and individual donors, building and enhancing current and future collaborative relationships by providing high quality customer service to donors, members, volunteers, staff, and other community contacts
- Maintain portfolio of donor prospects to cultivate and develop strategies for solicitation
- Performs other duties as assigned

## **REQUIRED COMPETENCIES/SKILLS:**

### **Communications:**

Exhibits good listening and comprehension; Expresses ideas and thoughts in written form; Expresses ideas and thoughts verbally; Keeps others adequately informed; Selects and uses appropriate communication methods.

### **Job Knowledge:**

Competent in required job skills and knowledge; Displays understanding of how job relates to others; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; requires minimal supervision; Uses resources effectively.

**Customer Service:** Responds promptly to customer needs. Displays courtesy and sensitivity. Is friendly and helpful. Manages difficult or emotional customer situations. Meets commitments. Solicits customer feedback to improve service.

**Quality:** Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.

**Planning and Organization:** Integrates changes smoothly; Plans for additional resources; Prioritizes and plans work activities; Sets goals and objectives; Uses time efficiently; Works in an organized manner.

## **SUPERVISORY DUTIES**

- Volunteer staff as needed

## **EDUCATION AND/OR EXPERIENCE**

- Bachelor's Degree or equivalent experience plus minimum of 2 years in resource development role preferred.
- Experience in event management a plus
- Experience working with volunteers a plus
- Bilingual a plus
- 3+ years of previous office experience as an Administrative Assistant including data entry and database management experience required.

## **ADDITIONAL JOB REQUIREMENTS**

- Clearance of background check and drug screen.
- Must carry 100/300/100 liability insurance

## **REQUIRED SKILLS & ABILITIES**

- Ability to handle confidential and sensitive information.
- Excellent listening, verbal and written communication skills.
- Commitment to customer service.
- Strong competency in all Microsoft Office Suite programs.
- Strong comfort discussing and asking for money.
- Technologically savvy in handling administrative practices.
- Professional phone etiquette.
- Critical thinker, resourceful and proactive.
- Knowledge of Sales Force and Donor Perfect or compatible donor management software preferred.
- Detail Oriented.
- Able to work in a fast-paced environment.
- Computer literate with word processing and excel skills (i.e. Microsoft Office systems); ability to navigate and use Salesforce and Donor Perfect databases or similar software.

**SELECTIVE ABILITIES & PHYSICAL DEMANDS:** *The incumbent must be able to perform the following qualifications in order to be offered and/or maintain employment in this position.*

- Level 2 – Light Work (use of light force to lift, carry, push, pull or move objects), Limited exposure to adverse environment conditions, work occasional weekends and evenings/nights.
- This position requires the ability remain stationary and to use computer monitor, keyboard and mouse for extended periods of time.
- Must be able to speak and communicate clearly, such as in public speaking engagements.

**WORK ENVIRONMENT**

The employee will work in an office environment and in close quarters with other staff and clients. The noise level in the work environment varies from moderate to loud; hectic situations can occur characteristic to working with infants, toddlers and parents in need. Exposure to bright lights, noise, odors and scents are common due to the open office environment.

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***This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.***

As an employee, you are a representative of Girl Scouts Western Oklahoma and people form their impressions of the council in part, based on their interaction with you. Every personal contact is with a current or potential donor to the council, thus the impression we make through community and professional contacts, and involvement in collaborations with agencies, groups or organizations is important. Fund Development and Membership Recruitment is a role assumed by all staff positions.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills and abilities.

I have read and understand the position description. I further understand and acknowledge that this current position description supersedes all former versions and shall in all instances apply.

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Employee Signature

\_\_\_\_\_  
Date

***Mission Statement:***  
**Girl Scouting builds girls of courage confidence  
and character who make the world a better place.**

