



About Delivering Good:

Delivering Good, Inc. is the charity of choice for new product donations made by hundreds of companies in the fashion, home, and children's industries. Donating new merchandise provides these companies with a simple and effective way to help people in need. Founded over 37 years ago, Delivering Good is a 501(c)(3) nonprofit organization that unites retailers, manufacturers, foundations, and individuals to support people affected by poverty and tragedy. Since 1985, over \$3 billion of apparel, accessories, shoes, home furnishings, toys, books, and other useful items have been distributed to individuals and families dealing with poverty, disaster, and other challenges, through our network of community partners.

The organization is governed by an actively engaged 41-person board of directors who are industry leaders in a wide range of industries including manufacturing, retail, finance, banking, environmental sustainability, and more.

Title: Senior Development Manager, Events (Hybrid)

Job Purpose: Senior Development Manager, Events position reports to the Director of Development and is responsible for planning and executing two annual special events and smaller donor cultivations events. Working with event committees, you will meet or exceed fundraising goals through the engagement of individual, corporate, and foundation donors.

Responsibilities:

Event Planning and Management

- Manage the planning and execution of two major annual fundraising events and additional, smaller prospect and donor engagement events.
- Lead event committees, create meeting agendas and share meeting notes. Work closely with the Board and the committees to most effectively engage volunteer leadership in fundraising.
- Act as a liaison between volunteer leaders, DG staff and vendors to conceptualize themes, research requests, assess feasibility, make recommendations, and implement events.
- Create and own production documents, including budget, timelines, run of show, etc.
- Prepare detailed event reports, along with cost & margin projections.
- Conduct general prospect research in relationship to event sponsorship, event honorees and speakers.
- Together with the Director of Development and Marketing Department, draft event correspondence, and solicitations. Outreach and solicit sponsorships and ticket sales. Liaise with sponsors, enhance relationships, and execute sponsorship benefit elements.
- Work closely with the Marketing Department and with vendors to develop electronic and print materials for all events.
- Coordinate and manage venues, vendors, event staff, timelines, schedules, and logistics.

- Produce regular event reports to enable staff and Board to monitor progress.
- Outsource and manage a third-party event firm, when required.
- Coordinate and manage venues, vendors, event staff, timelines, schedules, and logistics.
- Create and own production documents, including budget, timelines, run of show, etc.
- Work closely with the Marketing Department and with vendors to develop electronic and print materials for all events.
- Together with the Director of Development and Marketing Department, draft event correspondence, and solicitations. Outreach and solicit sponsorships and ticket sales. Liaise with sponsors, enhance relationships, and execute sponsorship benefit elements. Oversee attendee and sponsor attendance.
- Achieve revenue and expense targets for events.
- Develop post event analytics and fundraising year-to-year comparisons.
- Develop and manage a pre- and post-event honoree and attendee stewardship plan.

Managing Budgets and Collecting Pledges

- Track event expenses and develop and maintain all event budgets.
- Source and manage third party vendors and negotiate contracts.
- Manage sponsorship pledge collection process in conjunction with the Senior Development Associate and CFAO.

Development Team

- In collaboration with the Director of Development and other members of the Development team, participate in ideation and thought leadership activities to enhance and build upon the fundraising capacity at Delivering Good.

Qualifications/Skills:

- Passion for community service and social welfare.
- 5+ years of event planning experience.
- Positive, can-do attitude, with no task too big or too small.
- Creative, tactical, a problem-solver and a self-starter.
- Strong communications skills – both written and oral.
- Comfortable working in a team environment, both taking and giving direction.
- Hard working and recognizing this business does not have set hours.
- Incredibly resourceful.
- Proficiency in Microsoft Office and Salesforce. Excellent computer and internet research skills.
- Detail oriented and extremely organized.
- Ability to successfully multi-task and take full ownership of assigned projects.
- Knowledge of Salesforce is a plus. Bachelor's degree required.

Compensation and benefits:

Annual salary between \$90,000 - \$93,000 with attractive benefits available.

Dated: March 21, 2023

Submit cover letter of interest and resume to HR@delivering-good.org

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.