

JOB POSTING

Title:	Development Manager – Special Events
FLSA Classification:	Exempt
Pay Range:	\$82,322 - \$85,000

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, cultivates and stewards event sponsors and attendees, offers guidance and encouragement to third-party event fundraisers, and attends all RMHC special events. In all aspects of their role, the Development Manager strives to work in a manner that delivers quality results while being respectful and supportive of others and helps 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 plays an active role in the cultivation, engagement, and fundraising efforts for special events programs, designed to engage both existing and new RMHC donors. Reporting to the Senior Director of Corporate & Community Engagement, this role collaborates closely with the Senior Director of Corporate and Community Engagement and other members of the Development team to achieve fundraising goals, deliver impactful, mission-driven events and steward key stakeholders.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- In tandem with the Senior Director of Corporate & Community Engagement, support growth of signature fundraising events and peer-to-peer fundraisers, including but not limited to the House that Love Built Gala and the Golf FORE the Families tournament.
- Assist with strategic planning, execution, and evaluation of events with accountability for revenue goals.

- Manage aspects of the Gala, including but not limited to sponsorship, audience development, timelines, invitations, collateral, sponsor recognition, decorations, awards, and summary reports.
- Serve as a point of contact for Gala subcommittee chairpersons, progress reports, event timelines, meeting agendas, and meeting minutes.
- Assist planning and execution of the Golf FORE the Families tournament, including sponsorship and foursome sales, logistics, and volunteers.
- Contribute to the yearly budget process by supporting accurate event income and expense reports.
- Collaborate with the Volunteer Services Manager to ensure adequate event staffing.
- Serve as liaison with 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 fundraisers, update 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 management of donors and fostering a culture of philanthropy.
- Working knowledge of Greater Giving.
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint).
- Proficient in the Adobe Creative Suite.
- 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.

Education/experience

- Three to five years' experience in non-profit fundraising, successfully executing mid- to large-level events.
- Experience managing gala 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 long workdays leading up to events, and 15-hour days at events.

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

Please apply for this position on [Indeed](#).

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.