



# JOB POSTING

<b>Title:</b>	<b>Senior Development Manager for Special Events</b>
<b>FLSA Classification:</b>	Exempt
<b>Pay Range:</b>	\$78,000 - \$87,000
<b>Posting Date:</b>	February 6, 2025

## 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 Senior Development Manager for Special Events at Ronald McDonald House Charities (RMHC) is responsible for leading and executing high-impact fundraising events to support the organization's mission. The role requires a skillset made up of strategic planning, relationship management, and operational execution to ensure successful events that engage donors, sponsors, and the community. In partnership and collaboration with Development team, the Senior Development Manager develops and implements comprehensive special events strategy aligned with annual fundraising goals and identifies opportunities to enhance revenue and donor engagement. Extensive relationship-building skills are necessary to cultivate, steward and secure sponsorships, in-kind donations, and high value auction items. Understanding the importance and value of stewarding major donors and key stakeholders throughout the process is an ongoing priority. Strong attention to detail is paramount, as is the ability to oversee and manage event budgets.

### JOB SUMMARY

The Senior Development Manager for Special Events will strategize, plan, and implement cultivation and fundraising special events to engage existing and new RMHC donors. The position works closely with the Chief Executive Officer and Development team in stewardship of donors, sponsors, corporate partners, and volunteers. This position oversees the creation and organization of work plans, budgets, collateral, and timelines to execute successful events and reach development goals. They provide training, guidance, and mentorship of the Development Manager – Special Events in support of RMHC's mission and growth. This is a full-time exempt position working roughly 9-5:30 and reports directly to the CEO.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- In collaboration with the Executive Director, develop the strategic plan, execution, and evaluation of all RMHC signature events, including but not limited to the House that Love Built Gala.
- Oversee all aspects of the Gala, Gala committees, vendor relationships, and event volunteer support.
- Create an Audience Development Plan to increase attendance by high worth guests at the Gala to feed major gifts pipeline.
- Collaborate with the Volunteer Services & Family Programs Manager to ensure appropriate and adequate event staffing.
- Contribute to the annual budget process by maintaining accurate event income and expense reports, and regular updates to executive leadership and board members.
- Recruit and oversee Gala committee leaders/members, progress reports, meeting agendas, and action items.
- Revitalize and enhance third-party fundraiser guidelines and outreach to engage and cultivate new and existing third-party fundraisers.
- Attend third-party events as necessary to ensure brand compliance, event success, and mission awareness.
- Work in tandem with the Communications Manager to develop a comprehensive event communication plan with engaging and compelling stories and information.
- Steward and cultivate major stakeholders (donors, sponsors, board members, committee leaders).

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**

- Excellent communication/interpersonal skills to establish and maintain cooperative working relationships with corporate executives, board members, staff, external vendors, volunteers, donors, and prospects.
- Proven experience in planning, organizing, and implementing a variety of successful fundraising events.
- Lead with integrity, compassion, respect, inclusion, and gratitude to align with RMHC mission and vision.
- Ability to troubleshoot, improvise, and negotiate effectively to overcome unexpected challenges.
- Effective decision making, leadership, and mentoring.
- Ability to work independently, as a team player, and as a group facilitator.
- Ability to effectively create and present information.
- Able to manage multiple projects, and to support staff and volunteers to effectively accomplish development goals.
- Requires flexibility in personal schedule to attend occasional evening and weekend work.
- RMHC requires all employees to be fully vaccinated against COVID-19.

## **Education/experience**

- Two to three years' experience in non-profit fundraising, successfully executing mid- to large-level events.
- Bachelor's degree in a related field or equivalent experience.

## 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 up to 30 lbs.
- Requires 10–12-hour work days 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, written communication is important for this role, so we would appreciate a paragraph sharing your interest in the position and applicable experience. We will accept resumes until the position is filled.

Please submit your resume to [hr@rmhcseattle.org](mailto:hr@rmhcseattle.org) with your name and "Senior 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.***