

POSITION TITLE: Special Events Manager
DEPARTMENT: Development
LOCATION: Madison
REPORTING TO: Senior Director of Special Events
FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT): Exempt
CLASSIFICATION: Full-Time
LAST UPDATED: July 2023

POSITION SUMMARY:

The **Special Events Manager** is part of a dedicated team of professionals who, utilizing SOWI's Guiding Values, work together to support Special Olympics Wisconsin's (SOWI) vision and mission to open hearts and minds towards people with intellectual disabilities and create inclusive communities across Wisconsin by providing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in a sharing of gifts, skills, and friendships with their families, other athletes, and the community.

The **Special Events Manager** is an enthusiastic, organized, self-motivated event planner. This position is responsible for planning and executing successful fundraising events. They must be able to manage and partner directly with vendors, committees and colleagues to meet participant and event goals, as well as manage the "day-of" experience for fundraising events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage all aspects of an event from pre-planning, determining resource needs, pre-event marketing, and on-site coordination, to post event follow-up.
- Order supplies needed for events and ensure items arrive in a timely manner.
- Assist in site and vendor selection and negotiating the best possible rates and terms.
- Direct the set-up and maintenance of online fundraising platforms.
- Conduct pre-and post-event data review of financial documentation and ensure operational procedures for local event standards are followed.
- Supervise Volunteers at events, delegate duties, and provide general direction.
- Develop effective and collaborative relationships with internal and external stakeholders.
- Abide by SOWI Guiding Values
- Execute Special Olympics Wisconsin's Strategic Plan
- Develop and execute annual work plan and goals.
- Promote the mission of Special Olympics Wisconsin, Inc.
- Demonstrated commitment to valuing diversity & equity and contributing to an inclusive culture.

This job description describes the general nature and scope of the responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree, preferred

Special Olympics Wisconsin

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Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities



- Demonstrated success and a minimum of two (2) year's event experience with corporate sponsorships.
- Experience in managing special events and budgets.

KNOWLEDGE, SKILLS AND ABILITIES:

- Exceptional project management skills with adherence to timelines and strong attention to detail.
- Experience with effectively multi-tasking, expectation setting and escalation of issues, where appropriate.
- Demonstrable problem-solving skills; strategic and creative thinking.
- Track record of demonstrating customer service and organizational leadership.
- Ability to work with a team and independently and organize work to meet established deadlines, solve problems using good judgment and understand when to seek assistance/guidance from others.
- Proficiency with MS Office, especially Outlook, Word and Excel.
- Raiser's Edge experience, preferred.
- Valid Driver's License

WORK ENVIRONMENT AND JOB SPECIFICATIONS:

The work environment and job specifications listed below are representatives of those that must be met by an employee with or without accommodations, to successfully perform the essential functions of this job.

- Office work environment
- Frequently move around and access or use computers, office equipment, telephone, and any other pertinent supplies, space of equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for extended period of times.
- Lift and/or move, transport, setup up to 50 pounds.
- Travel frequently throughout the region and occasionally statewide.
- Ability to work evenings and weekends as projects require.

MISSION

The mission of Special Olympics Wisconsin is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with cognitive disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Signature: _____

Date: _____