



FOR THE GOOD OF GOLDEN

Special Events & Development Manager

Job Description

Overview

The Golden Civic Foundation (GCF) is a non-profit organization focused on the betterment of the City of Golden. Since 1970, GCF has acted “For the Good of Golden” as a City of Golden community catalyst, responding to immediate needs and anticipating future challenges. GCF’s primary focus includes civic development, community-oriented small business loans, and an annual Community & Special Grants Program that has provided more than \$7.2 million to support charitable organizations, public schools, government, museums, and cultural centers in the greater Golden area. For more information, visit our website: www.GoldenCivicFoundation.org.

Job Description

Reporting to the Executive Director, the Special Events & Development Manager is responsible for leading the planning and execution of several fundraising/community events each year, as well as coordinating communications and public relations strategies. In addition, the Special Events & Development Manager will oversee GCF’s monthly donor program, Colorado Gives Day, and year-end giving. An essential part of the position will be maintaining GCF’s Salesforce database (the CRM tool that is used to track donation history and individual engagement).

Essential Duties & Responsibilities

Responsibilities on an ongoing basis include (other duties may be assigned as needed):

SPECIAL EVENTS

Leads the planning and execution of special events for GCF with support from the Board of Directors, Executive Director, and Community Impact Coordinator. This includes the annual community grants program breakfast, organizing percent donation days in partnership with local restaurants, Marv Kay Come In & Play Day at the Golden Recreation Center, Golden Summer Jam community celebration, the annual Wild West Oktoberfest and fundraising banquet, and other events as needed. This individual will provide direct oversight to contracted event support staff as needed.

The Wild West Oktoberfest and live auction dinner are GCF’s largest events, and raise funds to support our Community Grants Program and our Big Ideas in Golden (B.I.G.) projects. These events involve numerous stakeholders, donors, sponsors, and volunteers and require management of the following:

- Develop and implement the event vision and program to execute a fun, inspiring, and quality community event.
- Work with Executive Director to secure event sponsors and collect payment and promote event ticket sales.
- Coordinate ticket sales and live auction sales via software with support from Bolder Events (or other, similar vendor).
- Manage all onsite aspects of the event, as needed (AV, equipment rental, catering, auctioneer, parking, entertainers, decorations, event partners, guest experience, etc.)
- Promote the event via traditional and creative outreach.

- Direct and manage all event volunteers.
- Work with the Executive Director to develop the event program/script.
- Assist with the event debrief including production of follow up correspondence, event cleanup, etc.

DEVELOPMENT

With support from the Executive Director and the Community Impact Coordinator, oversees GCF's Golden Keystone Fund monthly online giving program, including developing annual goals, tracking donations in Salesforce, acknowledging donors, and promoting the program in creative and inspiring ways. Oversees planning and implementation of Colorado Gives Day, including setting annual goals, monitoring progress, and leading the Colorado Gives Day communication strategy. Manages other individual donor campaigns and strategies, including year-end giving, matching gifts, and direct mail campaigns. Participates as a staff liaison on Board of Directors Development Committee.

DATABASE AND RECORDS MANAGEMENT

Supports the integration and maintenance of GCF's Salesforce database for better overall organization, data storage, and the ability to leverage GCF's data to build and strengthen donor relationships. Manager will maintain the Salesforce database to create a powerful and more targeted way to connect with our community and donors and improve outreach strategies to result in more profitable success.

COMMUNICATIONS & PUBLIC RELATIONS

Creates and distributes press releases, and assists with the monthly e-newsletter. Works with Executive Director to manage any crisis communications and also identifies proactive media opportunities and stories. Creates and maintains marketing and promotional materials, both print and electronic. Identifies, develops and executes communications strategy for key media contacts and corporate supporters. Coordinates with Social Media/Marketing contractor to promote GCF online and grow its social media audience.

GENERAL OFFICE MANAGEMENT

Execute routine correspondence such as mass mailings, gift acknowledgments, and public announcements. Assist with office upkeep, oversee storage of GCF items in offsite locations, and other office duties as assigned.

Qualifications

Demonstrated experience in organizational and administrative skills including:

- Bachelor's degree
- A minimum of three years of nonprofit experience, including fundraising/donor relations experience, or comparable professional experience
- Demonstrated success at large-scale event planning
- Experience with public relations/marketing
- Excellent organizational skills
- Creative self-starter who can execute with minimal oversight
- Exceptional computer skills, including proficiency with Microsoft Office tools, databases and customer relationship management tools (Salesforce CRM preferred)
- Outstanding oral and written communication skills
- Experienced promoter
- Social media and website knowledge

Due to the local orientation of our Foundation, there will be a preference for a person that has knowledge, familiarity, and the ability to work with a diverse range of people, businesses and nonprofit organizations within the Golden community.

Location

This is a full-time, salaried position with office space in downtown Golden, with the option to work in a hybrid fashion.

Salary and Benefits

Salary range is \$60,000-\$65,000, and includes a \$50/month technology stipend. A monthly health insurance stipend will be provided as needed. GCF is exploring a benefits package for 2024 that could include the option to contribute to a 403(b). We offer PTO accrual and 10 paid holidays, as well as time off during the week between Christmas Day and New Year's Day.

To Apply

Send resume and cover letter to Kim Mangle, Executive Director at: director@GoldenCivicFoundation.org. Application deadline is **12/1/2023**. Please include salary requirement and available start date in cover letter.