

bPosition: Director, Special Events
Program: Advancement
Position summary: Provides leadership and expertise in the planning and implementation of YWCA's special events

Essential Functions:

- * Work with VP Advancement and volunteers, managing the strategy to plan, implement and evaluate special events, ensuring financial and marketing goals are met.
- * Develop and manage timelines and budgets for each event.
- * Negotiate and manage event contracts and vendors to ensure lowest cost and highest quality of service.
- * Assist in securing sponsors, table and ticket sales as specified in each event plan. Manage coordination and communication of all including pre- and post- event activities.
- * In collaboration with VP of Advancement and Director of Volunteer Services, recruit, coordinate, manage, and recognize volunteers.
- * Prepare pre- and post-event analysis, assessing opportunities and making recommendations for improving service to internal and external constituencies, and implement those improvements as appropriate.
- * Prepare mid-year and year-end events report, providing analysis and recommendations for future actions and improvements.
- * In collaboration with Director of PR/Marketing, oversee the development and printing of all collateral materials and assist in the implementation of PR plan for all special events.
- * Review 3rd party event applications and manage those chosen as acceptable by the YWCA.
- * Maintain organized, up-to-date planning guides for each event.
- * Maintain accurate, up-to-date database for event attendees, donors, sponsors and volunteers.
- * Participate in overall department planning and analytics
- * Serve on Development committee and attend YW and community meetings as requested
- * Represent the YWCA with a high level of integrity and professionalism, and support management decisions in a positive, professional manner
- * Manage and advise Junior Board Committee

Minimum Qualifications:

- * Bachelor's degree from accredited college or university and a minimum of 2 years experience in special event planning/administration
- * Demonstrated success in coordinating complex projects and meeting deadlines
- * Skilled in volunteer management
- * Computer proficient with working knowledge of Microsoft Office and database event management, preferably Raiser's Edge
- * Excellent communication and interpersonal skills, with the ability to communicate effectively throughout all levels of the organization and community
- * Ability to work independently and with others in achieving team and agency goals
- * Flexibility to attend evening and/or weekend meetings and/or events
- * Strong belief in the YWCA and ability to convey its importance

Accountability: Vice President of Advancement Classification: Exempt

Interested candidates should email a resume and cover letter to Jan Shipp at Jan.Shipp@ywcانashville.com.