



JOB DESCRIPTION

TITLE: Assistant Director of National Events

DATE: January 2019

DEPARTMENT: Events

SUPERVISOR: Chief Operating Officer

FLSA Classification: Exempt

SUMMARY: Builds working relationships and serves as the liaison with committee chairpersons and volunteers to execute event fundraising activities that generate upwards of \$10 million annually. The position requires complex coordination between staff, volunteers and speakers. The Assistant Director of National Events works closely with Chief Operating Officer to carry out detailed event plans and supports the overall fundraising success of the Marine Corps Scholarship Foundation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages approximately 10 annual fundraising events and serves as the primary point of contact between the volunteer leadership, event consultants, and the Scholarship Foundation office, to include working closely with the appropriate Director of Development to achieve fundraising objectives and event cost ratio
- Works closely with event committee chairpersons and Chief Operating Officer to coordinate budgetary, marketing, and logistical requirements for events
- Ensures all event sponsorships and benefits are properly recorded in Raisers Edge for all events to include the naming of any scholarships associated with events
- Manages the accurate compilation of event registration, revenue, and financial reports for all events
- Coordinates, guides and supports volunteer event committees in their planning and event implementation, and provides on-going training, guidance and support to event volunteers
- Trains volunteers on day-of event fund processing software and manages process at the event, including returning funds to national office
- Ensures event proceeds are posted correctly for scholarship agreements
- Identifies potential student speakers for events and works with committees to secure student attendance and train student speakers

- Works closely with the Scholarship Department to identify potential Wounded Marines and Gold Star Families and assists with necessary travel arrangements of these VIP's when necessary
- Manages event websites to ensure that accurate and timely information is posted online to allow event donors to register and donate to events
- Supports the logistics associated with annual Event Leadership Conference (when conducted) and works closely with Chief Operating Officer to create and execute the conference agenda
- Collaborates to establish an effective volunteer outreach, coordination and recognition program to include stewardship of volunteers at all levels
- Manages event shipments to and from events
- Ensures all activities associated with the events checklist for assigned events are completed (e.g. strategic thank you emails/notes, entering student speeches into RE and ensuring event consultants completed assigned tasks in accordance with contracts)
- Ensures updated Memorandums of Understanding for their events are on file and that both parties are meeting their responsibilities
- Supports the planning and execution of internal events conducted by the Scholarship Foundation
- Reviews invoices and contracts associated with their events prior to submitting to the Chief Operating Officer for approval

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree
- 2-4 years related experience in non-profits, event planning, volunteer management, development and communication

REQUIRED SKILLS AND ABILITIES:

- Strong interpersonal skills and the ability to display a professional demeanor at all times
- Outstanding written communication skills and strong verbal skills
- Excellent project management and time management skills
- Demonstrated ability to embrace collaboration, teamwork and flexible thinking
- Ability to take action to solve problems/issues
- Ability to work well in a fast-paced team environment
- Proficiency in Microsoft Word, Excel, PowerPoint and SharePoint
- Database management experience – Raiser's Edge preferred
- A basic understanding of the U.S. military and an appreciation for the contributions made by our nation's military and their family members

WORKING CONDITIONS:

- Working conditions are in a standard office environment and will require interaction at sporting events e.g., golf tournaments

- Duties require occasional lifting/carrying items (up to 50 lbs.), pulling/pushing items, stooping, kneeling, and crouching.
- Ability to travel up to 25-35% of the time. Moderate travel will occur with this position; approximately 3-5 days each month.