



Sun Valley Center for the Arts

191 Fifth Street East, Ketchum, Idaho
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Job Title: Fundraising Manager for Special Events

Reports To: Director of Development

Purpose: This position ensures that special events intended to raise money for the Sun Valley Center for the Arts achieve financial goals as well as long range objectives for event sustainability, return on investment of resources and patron development. A primary focus of the position is The Center's Annual Wine Auction.

Key Accountabilities:

- Recruitment and stewardship of fundraising event patrons, in-kind contributors, sponsors and volunteers for participation in events and for other priorities of The Center, such as program or capital campaign support.
 - In the case of the Wine Auction this recruitment includes, Vintner Dinner Hosts, auction bidders, Vintners, sponsors and other auction lot donors.
- Stay current with wine industry and wine auction trends, top producers, auction lot ideas, etc and lead the effort to develop and maintain relationships to leaders in the business.
- Work collaboratively with a team of Center leadership, other staff, volunteers, and external service providers to plan fundraising events that provide experiences that build patron loyalty to the organization's mission, programs and case for support. On this team, the Fundraising Manager for Special Events takes primary responsibility for:
 - Event timelines, production schedule for invitations and other collateral material, post event acknowledgement and stewardship of event contributors (all-types).
 - The fundraising aspects of the events (auction lots, raffles, sponsorship, etc).
 - Developing the annual budget for fundraising events in collaboration with other team members and overseeing that net budget results are achieved.
 - Working with marketing staff to develop all necessary publicity and support materials for the auction and related events including the wine auction catalog.
 - Working with the Events and Hospitality Assistant and Special Events Coordinator to ensure logistic needs of the Wine Auction and related events are covered and flow smoothly. Principal logistic responsibilities for this position include venue rental agreements, guest chefs, auction lot and raffle display, lodging requirements for guests and VIP's, and ensuring patron benefits are delivered.
 - Supervise outside services providers that are contracted to assist with the logistics, such as Concierge, and Wine Coordinator.
 - With Center leadership and WA chair develop list of key vintner, patrons, distributors, etc and develop plan to maintain and cultivate those relationships post event and throughout the year.
 - With Center leadership and WA committee develop auction ideas and solicit auction donations.
 - Maintain relations with event sponsors throughout the year and solicit ongoing support.
 - Oversee plan for use and distribution of surplus goods, post event, such as wine. Maintain wine inventory.
- Serve as lead staff for the production of other cultivation and fundraising events as identified by Center leadership
 - Work with Development Manager and other staff and volunteer labor to develop and produce fundraising and cultivation events that reach targeted audiences
 - Develop timelines for the successful execution of those events and meet with necessary staff and volunteers to insure that all deadlines are met.
 - Work with the Events Manager in organizing and providing for all logistic needs for these events, including arrangements with venues, rentals, food, security, sound, transportation, sanitation, etc.

Key Interfaces:

This position will interface with the following groups outside the department:

- Executive Director
- Controller

- Marketing Manager
- Board of Directors, Wine Auction Chairs/Committee

Within the Development Department, this position will be responsible for maintaining relationships with:

- Development Director
- Special Event Coordinator
- Database Manager
- Database and Finance Assistant

Focus:

Wine Auction 75% Other Special Events 25%

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.

- On occasion, light physical effort including, but not limited to: Walking and/or brisk walking, lifting, climbing/descending steps, climbing/descending ladders.
- Occasional nights, weekends and long hours.

Education/Experience Required:

- Bachelors degree with a minimum of 3 years relevant work experience
- Requires a high degree of effective, constructive, interpersonal communications and management skills
- Proven ability to develop and maintain business relationships with a diverse range of people and personalities
- Demonstrated analytical and strategic thinking skills and a track record of creative problem solving ability
- Successful experience overseeing key components of special events
- Demonstrated experience in developing and monitoring annual budgets
- Ability to work collaboratively with teams in a dynamic work environment
- User knowledge of the internet as research, marketing and communications tool
- Ability to stay focused on multiple tasks and deadlines given frequent interruptions
- Working knowledge of all Microsoft Office products including Outlook, Word, Power Point and Excel. Knowledge of Database Management, Adobe Illustrator, In Design and Photoshop a plus
- Excellent communication skills and a desire to work as a member of a team
- Self-starter and problem solver
- Experience in customer service interaction and an ability to stay calm under pressure
- A desire to work within all facets of a multidisciplinary educational arts organization

To apply:

Please send cover letter and resume to information@sunvalleycenter.org.

Deadline for applications is January 5, 2016 at 3pm. We will be inviting qualified candidates to interview prior to the December closing date as we are eager to fill this position quickly.