



Sun Valley Center for the Arts

191 Fifth Street East, Ketchum, Idaho
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208-726-9491 • www.sunvalleycenter.org

Job Title: Special Events Manager and Wine Auction Director

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, patron development and connection to mission. A primary focus of the position is The Center's Annual Wine Auction.

Key Accountabilities:

Wine Auction

- Event Management
 - Developing the annual budget for the Wine Auction in collaboration with other team members and overseeing that net budget results are achieved.
 - Manage the Special Events Coordinator and seasonal Summer Events Assistant to ensure logistic needs of the Wine Auction and other events are covered and flow smoothly.
 - Manage event timeline.
 - Procure seasonal employment or outside vendors to assist with events, such as Production Manager, Concierge, Lead Sommelier and Wine Inventory Coordinator.
- Donor Cultivation
 - Recruitment and stewardship of Wine Auction patrons, Vintner Dinner hosts, auction bidders, auction lot donors, in-kind contributors, sponsors and volunteers.
 - Develop plan to maintain and cultivate those relationships post event and throughout the year.
 - With Wine Auction Committee, develop auction ideas and procure auction donations.
 - Recruit and maintain relations with event sponsors throughout the year to solicit ongoing support.
 - Post-event acknowledgement and stewardship of event contributors including sponsors, attendees, bidders, and auction lot donors.
- Vintner Cultivation
 - Recruitment and stewardship of vintners and distributors.
 - Act as primary liaison for participating vintners throughout the year, communicating the event details, participation levels and marketing opportunities at the Wine Auction.
 - Stay current with wine industry and wine auction trends, top producers, auction lot ideas, etc. and lead the effort to recruit and maintain relationships with leaders in the industry.
 - Post-event acknowledgement and stewardship of vintners.
- Marketing/Business Development
 - Work with marketing staff to develop an effective messaging and marketing strategy for the event, and all necessary publicity and support materials for the auction and related events including the wine auction catalog.
 - Manage production schedule for invitations, catalog and other collateral material.
 - Contract and supervise vendors to assist with marketing including Copy Writer, Graphic Designer and Photographers.

Other Special Events

- Work collaboratively with Development team and other staff, volunteers, and vendors to plan fundraising events that provide experiences that build patron loyalty to the organization's mission and programs. On this team, the Special Fundraising Events Manager takes primary responsibility for:
 - Work with Development Director 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 Special Event Coordinator in organizing and providing for all logistic needs for these events, including arrangements with venues, rentals, food, security, sound, transportation, sanitation, etc.
- Assist with fundraising aspects of the events (auction lots, sponsorship, raffles, etc).

Key Interfaces:

This position will supervise the following positions:

- Special Events Coordinator
- Seasonal Summer Events Assistant

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

- Director of Development
- Development Coordinator
- Development & Administrative Assistant
- Special Event Coordinator

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

- Executive Director
- Finance Manager
- Database Manager
- Marketing Manager
- Board of Directors, Wine Auction Chairs/Committee

Focus:

Wine Auction 80% Other Special Events 20%

Hours:

- The position is full-time and exempt
- Regular business hours are Monday through Friday from 9 a.m. to 5 p.m.
- Night and weekend hours will be required based on special event schedules

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 10-45lbs, climbing/descending steps, climbing/descending ladders.

Education/Experience Required:

- Bachelors degree with a minimum of 3 years relevant work experience within events or non-profit industry
- 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 a 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, InDesign and Photoshop a plus
- Excellent written and spoken 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
- Knowledge of CRM Patron Software – experience with Raiser’s Edge a bonus

To apply:

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

Deadline for applications is October 19, 2018. We will be inviting qualified candidates to interview prior to the closing date as we are eager to fill this position quickly.