



DIRECTOR OF SPECIAL EVENTS

We are currently seeking an experienced **Director of Special Events** to join our team in our **Addison, TX**, location.

Who We Are:

Make-A-Wish North Texas - Since 1980, Make-A-Wish® has been creating life-changing wish experiences for children with critical illnesses around the world. Wishes have proven physical and emotional benefits that can give children with critical illnesses a higher chance of survival. When a wish is granted, a child replaces fear with confidence, sadness with joy and anxiety with hope. Wishes even reunite families and enrich entire communities. Every eligible child needs a wish to count on! **To learn more about us, please visit us at <https://ntx.wish.org/>**

About the Role:

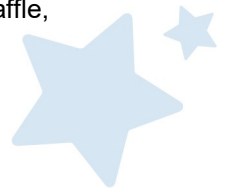
The Director of Special Events is a highly collaborative, experienced, resourceful, events professional who provides expertise, guidance, and execution of Make-A-Wish® North Texas' (MAWNTX) signature event, Wish Night, and other key chapter events. This position works closely with the CEO, Chief Development Officer, Development and Marketing team colleagues and serves as staff support to Wish Night Board Committee to plan and to execute a successful Wish Night event and other events that support the mission of the organization.

The Special Events Director will manage and execute on the organization's key event, Wish Night, and other special event programs along with securing sponsorships that build and strengthen relationships for MAWNTX. Building increased corporate, individual, volunteer, and other community involvement will ensure MAWNTX sustainability and fulfillment of the Make-A-Wish mission.

What you'll do:

Core duties and responsibilities include the following. Other duties may be assigned

- Works with the CEO, CDO, Directors of Development and Marketing along with Chapter Staff to create revenue goals, both long and short-range, to accomplish the Foundation's financial and public awareness needs.
- Work with key staff and Board committee members to develop plan for annual Wish Night program including but not limited to venue and vendor coordination, program theme, development of event program and activities and marketing of the event along with event logistics such as AV, registration, and coordinating work with event venue.
- Supervise one full-time employee and seasonal interns who will assist in events logistics and donor record keeping and engagement.
- For assigned event portfolio, collaborates to manage corporate and individual prospects, developing sponsorship packages in collaboration with marketing colleagues tailored to meet the needs of prospective donors and partners.
- Interface with the MAWNTX Board of Directors and other members of the Make-A-Wish individual donor network to leverage their corporate contacts, securing introductions for event sponsorship and activation.
- Prepare and manage event budgets, track event expenditures (including monitoring of check requests, deposits, invoicing, and reporting), and provide on-going financial progress reports for each event.
- Manages all details surrounding the Wish Night Board committee including but not limited to coordinating meetings with committee chair, planning meetings and follow-up from meetings.
- Works with staff on engagement of Wish Night volunteers focused on securing auction, raffle,





- and volunteer roles pre-, during, and post-event, and other aspects on the night of execution.
- Work closely with MAWNTX marketing/communication team to develop event marketing collateral, broadcast media opportunities, social media advertising, as well as other publicity targets.
- Works in conjunction with Director, Corporate Relations and Development Committee of the Board to develop event prospect list for attendees and sponsors- for assigned events.
- Work directly with the CEO, colleagues and key Board volunteers to develop relationships in support of the Make-A-Wish mission.
- Summarize face-to-face visits, outreach and communication, and proposal details via contact reports in donor record utilizing Sales Force.
- Represent the Chapter at fundraising events and in the community.
- Other duties and responsibilities as assigned.

Our Perfect Candidate

Education and Experience:

- Bachelor's degree or higher in business or related equivalent experience. CFRE is a plus
- 5-7 years minimum experience in non-profit event planning, execution, and fundraising (logistics as well as donor identification, cultivation, solicitation, and stewardship)

Required Abilities and Skills:

- Strong understanding and comfort level in marketing, social media, and event management
- Superior written and oral communication skills with the ability to engage donors through the Make-A-Wish mission
- Candidate must be a self-starter, initiative-taker, highly organized, and detail-oriented with the ability to work independently as well as in a collaborative team environment
- Ability to effectively manage time and work priorities and multi-task
- Superior presentation skills
- Extensive Sales Force (or other donor database software) experience required
- Local travel as well as evening and weekend work required as needed

Company Offers:

- Competitive salary will commensurate with experience and education
- Comprehensive benefits package available: *(healthcare, vision, dental and life insurances; 401k company match; paid time off and holidays)*

To Apply:

Please submit your cover letter with salary requirements, and resume to hr@ntx.wish.org

We are an Equal Opportunity Employer!

