



Events Manager

Job Summary

The Events Manager is responsible leading and executing a comprehensive portfolio of fundraising and stewardship events for Make-A-Wish Connecticut. This person will be a pivotal member of a dynamic and fast-paced development team.

The Successful Candidate

The ideal candidate will be an events professional with a strong knowledge of event management and interpersonal relationships. The Events Manager will have the ability to maintain and manage a high-performing annual events portfolio while inspiring and inviting donor and volunteer support. Outstanding communication and interpersonal skills are essential.

A strong work ethic combined with honesty and integrity is an absolute requirement as is a dedication to the mission of Make-A-Wish. A collaborative style will result in a strong inter-departmental and Chapter structure, ensuring success for all. The successful candidate will be someone who enjoys a strong team environment and can confidently and compassionately lead teams of volunteers.

Position Responsibilities

- Lead all strategic, fundraising, and administrative operations for chapter events with revenue goals that are aligned with organizational goals.
- Manage chapter stewardship and Wishing Place events as needed.

General

- Adhere to all Make-A-Wish America performance standards and Make-A-Wish Connecticut internal controls, policies, and procedures, including maintenance of the Salesforce database.
- Represent Make-A-Wish Connecticut at the required events.
- Foster a culture of cooperation and collaboration among the various departments of the chapter.
- Maintain transparent reporting, information and records that are commensurate with a first-class organization
- Demonstrate commitment to personal growth and development of self and team
- Perform other duties as assigned.

Knowledge, Skills, and Abilities Requirements

As with all members of Make-A-Wish Connecticut staff, the Events Manager must believe in the mission and vision of Make-A-Wish. They must model integrity, work to inspire colleagues and contacts, and strive to build a solid base of event donors. In addition, the Events Manager should:

- Have an engaging presence capable of motivating and leading others to action.
- Be well organized, self-motivated and detail oriented.
- Have a collaborative work ethic with strong interpersonal and problem-solving skills.
- Possess high levels of integrity, trustworthiness, flexibility, compassion, and humor necessary to address the practicalities of a growing nonprofit, along with the creativity and persistence required to elicit new thinking and change.
- Be able to work with minimal supervision, to manage multiple priorities, and to work in a deadline driven environment.
- Flexibility to work outside standard work hours.
- Must be proficient in Microsoft Office (Word, PowerPoint, Excel, Outlook).
- Experience with Salesforce and Givesmart a plus but not a requirement

About Us

Make-A-Wish believes that a wish experience can be a game-changer for a child with a life-threatening medical condition. This one belief guides us in everything we do. It inspires us to grant wishes that change the lives of the kids and families we serve.

Make-A-Wish Connecticut is part of the nation's largest and most well-established wish granting organization, with chapters and volunteers throughout the U.S. and abroad. The work of Make-A-Wish is accomplished by a volunteer governing board of directors, a paid staff of dedicated employees, and hundreds of dedicated volunteers.

Our local staff is dedicated to creating life-changing wishes for children with critical illnesses. We are committed to maintaining the Foundation's vision of reaching every eligible child and making his or her one true wish come true.

We respect and ensure equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity, sexual orientation, disability, perceived disability, and other legally protected characteristics.