



Position Title: Director of Special Events
Department: Development
Supervisor: Vice President of Philanthropy
Status & Classification: Full-Time, Exempt
Date: June 2026

Together, we create life-changing wishes for children with critical illnesses. From our humble beginnings with one boy's wish to be a police officer, we have evolved to be one of the world's leading children's charities, serving children in every community in the U.S. and its territories. With the help of generous donors and more than 500 regional volunteers, Make-A-Wish Texas Gulf Coast and Louisiana grants 650+ local children's wishes annually.

POSITION OVERVIEW

The Director of Special Events is a strategic, results-driven leader responsible for the planning, execution, and growth of the chapter's signature fundraising events, including the annual Wish Ball. This role oversees all aspects of event development from logistics and vendor management to revenue generation and donor engagement ensuring exceptional experiences that drive philanthropic support and deepen donor relationships.

This position partners closely with the Vice President of Philanthropy, President & CEO, Board leadership, event chairs, and host committees to maximize event revenue, strengthen donor pipelines, and elevate the organization's visibility and impact. The Director also supervises the Special Events Manager and collaborates across the development team to convert event participants into long-term donors. This role is responsible for generating \$1 million+ in annual revenue through sponsorship, donations, and event-based fundraisers.

KEY RESPONSIBILITIES

Event Strategy & Revenue Leadership

- Lead the strategic planning and execution of the Wish Ball and other signature and stewardship events, overseeing logistics, vendor management, timelines, and overall event delivery.
- Own event revenue performance, including sponsorships, ticket sales, auctions, and donor giving, and develop annual event plans aligned with organizational fundraising goals.
- Identify and implement strategies to grow event revenue through innovative sponsorship models, donor engagement tactics, and fundraising initiatives.
- Partner with Event Chair(s) and recruit, engage, and manage a high-performing Host Committee to drive fundraising results, attendee engagement, and community visibility.
- Oversee development of sponsorship packages and support the cultivation and solicitation of corporate partners and individual donors.
- Ensure exceptional sponsor and donor experiences by managing deliverables, recognition, and all event-related communications, including invitations, stewardship, and follow-up.

- Design and execute meaningful event experiences that deepen donor engagement and satisfaction.
- Oversee the planning and execution of additional fundraising, cultivation, and stewardship events throughout the year, ensuring alignment with donor engagement strategies and organizational priorities.

Budget & Financial Management

- Develop and manage comprehensive event budgets, ensuring financial goals are met or exceeded.
- Track revenue and expenses, providing regular financial updates and post-event analysis.
- Optimize cost efficiencies while maintaining a high-quality donor experience.

Donor Strategy & Pipeline Development

- Partner with individual giving, major gifts and corporate teams to maximize event-related revenue and engagement.
- Cultivate, steward, and solicit event donors, with a focus on transitioning high-potential supporters into major gift pipelines.
- Leverage events as a strategic tool for donor acquisition, retention, and upgrading.
- Support post-event donor stewardship plans and follow-up strategies to deepen relationships.

Team Leadership, Management & Collaboration

- Directly manage the Special Events Manager, providing leadership, coaching, and performance oversight.
- Oversee the execution of live and silent auctions, raffles, and other revenue-driving event components through the Manager.
- Foster a collaborative, accountable, and high-performing team environment.
- Work closely with Development, Corporate Engagement, Major Gifts, and Marketing teams to align event strategies and messaging.
- Ensure seamless integration of event efforts into the broader fundraising ecosystem.
- Collaborate on promotional strategies, storytelling, sponsorship materials, and donor communications.

QUALIFICATIONS & EXPERIENCE

- 7+ years of experience in nonprofit fundraising and special events management.
- Demonstrated success leading high-profile, revenue-generating events (galas, large-scale fundraisers).
- Proven ability to manage budgets and achieve ambitious revenue goals.
- Experience working with volunteer leadership (event chairs, host committees, boards).
- Strong leadership and team management experience.
- Exceptional organizational, project management, and problem-solving skills.
- Excellent written and verbal communication skills with a donor-centric approach.
- Proficiency with CRM systems (e.g., Salesforce) and event fundraising tools.
- Confidentiality and personal integrity are essential.

KNOWLEDGE, SKILLS & ABILITIES

- Strategic thinker with strong business acumen and fundraising expertise.
- Ability to manage multiple, complex projects in a fast-paced environment.
- High attention to detail and commitment to excellence.
- Skilled relationship builder with the ability to inspire and influence stakeholders.
- Deep commitment to mission-driven work and donor stewardship.
- Provide excellent customer service and representation of Make-A-Wish to external supporters.
- Commitment to and a passion for the mission of Make-A-Wish Texas Gulf Coast and Louisiana.

- Able to effectively leverage qualified leads, as well as their own network, to create unique partnership opportunities.
- Comply with National Performance Standards along with chapter guidelines and procedures.
- Adhere to all Make-A-Wish® America performance standards and Make-A-Wish® Texas Gulf Coast and Louisiana policies and procedures.

WORKING CONDITIONS

This position will be based in the Make-A-Wish Stafford office. The position requires the individual to work in an office environment in a shared office space. Incumbent must be willing to work some nights/weekends and travel up to 25% within the territory.

We offer a comprehensive benefits package including 100% employer paid for healthcare, dental, and vision insurance; basic life insurance; short-term and long-term disability. Medical coverage for employee's family members is available through company policy, with a portion of this coverage subsidized by employer.

After one year of service, employees become eligible to participate in a company 401(k) retirement savings plan, with an employer match up to 6% of compensation.

We offer full-time employees a hybrid work schedule, beginning with one remote day per week, moving to two remote days per week after six months. Our chapter provides generous paid time off, as well as 14-16 paid holidays in a calendar year, including a week near the end of December.

JOIN OUR TEAM OF INSPIRED PEOPLE TRANSFORMING LIVES

We are more than a great place to volunteer—our work is life changing. We are an inclusive and diverse group of people who, through a mosaic of backgrounds, thoughts and experiences are united in purposeful work. We are fueled and guided by our values - values that are represented in the inspired people we work with and the transformational work we do every day.

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.

TO APPLY

Please submit your cover letter and resume to via our [Career Center Portal](#).