



TEXAS PARKS & WILDLIFE FOUNDATION SPECIAL EVENTS MANAGER POSITION DESCRIPTION

Position Summary

The Special Events Manager is responsible for developing and executing targeted special events to increase awareness, enhance the TPWD & TPWF brand, cultivate prospects, promote philanthropy and sponsorship, and acknowledge donors. This position reports to the Development Operations Director and has the option of being a 32- or 40-hour work week.

Primary Responsibilities

- Coordinates event logistics including venue, food, and décor selections; speakers and special guest recruitment and support; contractor and vendor oversight; schedule and timeline development; and, promotional item acquisition and distribution.
- Assists in the recruitment/training of event volunteers, serving as a resource throughout the planning and execution of events.
- Organizes fundraising activities during events, including live and silent auctions.
- Assists in the establishment of event budgets and revenue goals, solicits potential event sponsors as appropriate, communicates event details to prospective attendees, and effectively positions events with potential sponsors.
- Makes cost-effective event decisions and carefully monitors expenses throughout event execution to ensure adherence to established budgets. Identifies new and innovative ways to reduce future event related costs.
- Clarifies event goals and objectives and evaluates and documents event impact and outcomes by conducting post-event reviews and compiling post-event reports.
- Maximizes the use of the constituent database to record and track special events. Develops, implements, and utilizes electronic and hard-copy filing and retrieval systems to compliment information tracked in the database.
- Prepares and distributes regular reports regarding productivity and results in special events.
- Contributes to team effort by accomplishing related duties as needed.

Preferred Background and Skills

- Two or more years' experience in event planning and execution preferred. Experience in organizing events for high net-worth individuals is preferred. Experience working in a non-profit setting and knowledge of Marketing and Public Relations a plus.
- Excellent written, verbal and interpersonal communication skills.
- Advanced skills in Microsoft office including Power Point, Word and Excel.
- Ability to handle an extensive and diverse workload while maintaining a positive perspective.
- A strong work ethic, sense of urgency, attention to detail, and ability to think independently.

- Ability to interface with individuals at every level of an organization, both internally and externally.
- Ability to adapt quickly to, plan for, and manage multiple projects in a fast-paced setting.
- Strong initiative, self-motivation, integrity, and sense of humor.