



DATE:		POSITION	DATABASE & SPECIAL EVENTS MANAGER		
INCUMBENT			SUPERVISOR	DIRECTOR OF DEVELOPMENT	
DEPARTMENT	DEVELOPMENT			FLSA STATUS	EXEMPT

POSITION PURPOSE
The Database & Special Events Manager works under the supervision of the Director of Development (DOD) and closely with members of the Development Department to execute and manage a comprehensive fundraising operation for Save the Family. Activities include management of Save the Family's donor database as well as a lead role in the annual gala event, third-party fundraisers, and other donor-centric events.

MINIMUM QUALIFICATIONS
<ul style="list-style-type: none"> • Bachelor's degree in related field (preferred) or equivalent experience required. • Nonprofit development experience required with strong knowledge of fundraising operations, infrastructure, policies and procedures. • Experience with donor databases and financial reporting. • Ability to proofread effectively and produce documents in the English language using proper sentence structure, punctuation, grammar, and spelling. • Demonstrated excellent interpersonal communication skills. • Position requires frequent driving to various job sites; therefore, a valid Arizona driver's license, reliable transportation, current auto insurance, and clean driving record required. • Be 25 years of age or older for liability insurance requirements. • Valid Arizona Fingerprint Clearance Card OR must qualify for a valid Arizona Level One Fingerprint Clearance Card. • Eligible to work in the United States of America. • Drug testing required.

OTHER KNOWLEDGE, SKILLS AND ATTRIBUTES
<ul style="list-style-type: none"> • Demonstrate a commitment to the mission, vision, and values of Save the Family Foundation of Arizona. • Experience in tracking and entry of data in management software program, preferably Bloomerang donor database software. • Ability to work outside of the standard M-F workweek. • Ability to multi-task effectively, and meet established deadlines with little or no supervision, as well as independently initiate, coordinate work, and prioritize. • Be familiar with Save the Family's service population, including diverse cultural and socioeconomic characteristics. • Demonstrated advanced proficiency in Microsoft Office Suite including Word, Excel, and Outlook. • Demonstrated proficiency in social media accounts including Facebook, Instagram, YouTube, Twitter, LinkedIn, in addition to Constant Contact. • Demonstrated ability to maintain strict confidentiality. • Behave professionally in manner and appearance.

KEY RESPONSIBILITIES
<ul style="list-style-type: none"> Facilitate gift processing of pledges and donations, reporting and analysis of data and all donor acknowledgement and recognition activities. Serve a lead in managing Bloomerang entry and reporting.
<ul style="list-style-type: none"> Execute all assigned fundraising strategies, including annual fund, planned gifts, special events, and special or comprehensive campaigns, i.e. direct mail, phone, email, events and face-to-face and sponsorship solicitations.
<ul style="list-style-type: none"> Prepare and submit all required reports and monitoring activities in a timely and accurate manner.
<ul style="list-style-type: none"> Serve as lead staff person in execution of our agency annual signature event, held in February each year. This requires coordination of the Event Committee; securing sponsorships, table sales and ticket sales; management of marketing and logistics of event. Works closely with contracted event partners to handle logistics and facilitation of activities.
<ul style="list-style-type: none"> Serve as lead staff person working with staff, volunteers, and the public for the agency's fundraising events. Supports additional Development staff in execution of other events as needed: <ul style="list-style-type: none"> Holiday (Thanksgiving/Christmas) Sponsorship & Delivery Donor cultivation/recognition events Naming Unveiling Ceremonies Groundbreaking/Ribbon Cutting Ceremonies Parade/Booth attendance
<ul style="list-style-type: none"> Represent Save the Family to individuals, corporations as well as various faith-based, community, and related organizations.
<ul style="list-style-type: none"> Coordinate any funding opportunities with other appropriate staff, as needed.
<ul style="list-style-type: none"> Adhere to all behavioral General Competencies.
<ul style="list-style-type: none"> Adhere to all behavioral Management Competencies.
<ul style="list-style-type: none"> Adhere to all Save the Family policies and procedures.

SUPERVISORY RESPONSIBILITIES
None

PERFORMANCE MEASUREMENT
<ul style="list-style-type: none"> Successful performance will be measured in the following major factors, as described in the Performance Review and Assessment Document; Key Responsibilities; Balanced Scorecard Accountabilities; Management Competencies; and General Competencies.

PHYSICAL DEMANDS		
Physical Demand	Definition (ADA)	Requirements
Stand or sit	Stationary position	Must be able to remain in a stationary position more than 50% of the time.
Walk	Move, traverse	The person in this position needs to frequently move about inside the office and event venues.
Use hands/fingers to handle or feel	Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position	Constantly operates a computer, telephone and other office productivity machinery, such as a

		calculator, copy machine, and computer printer.
Climb (stairs/ladders) or balance	Ascend/Descend, Work atop, Traverse	Occasionally ascends/descends a ladder to set-up event decorations
Stoop, kneel, crouch, or crawl	Position self (to), Move	Occasionally positions self to set up events
Talk/hear	Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information	Must constantly communicate with clients, staff, vendors and the public
See	Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate, Assess	Must constantly read, type and view documents and the computer screen.
Taste/Smell	Detect, Distinguish, Determine	Occasionally must be able to distinguish unpleasant odors at events
Carry weight, lift	Move, Transport, Position, Put, Install, Remove	Must frequently lift and move supplies weighing up to 50 pounds.
Exposure to elements	Exposed, Work around	Frequently works indoors

NOTE

This job description identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor. Failure to adhere to all standards and expectations herein may result in corrective action.

SIGNATURES			
ACKNOWLEDGEMENT			
I acknowledge receipt of and understand this job description. I agree to abide by the requirements described herein as a condition of employment with the Save The Family Foundation.			
Incumbent:		Date:	
APPROVAL			
I have reviewed and collaborated with the incumbent on this job description. I approve the contents herein as being of significant and relevant importance to the delivery of services within my scope of accountability.			
Supervisor:		Date:	
CERTIFICATION			
I approve the contents herein as being of significant and relevant importance to the achievement of the mission of the Save The Family Foundation.			
CEO:		Date:	

