



Special Events Manager

About Us

The Epilepsy Foundation of Minnesota (EFMN) is a mission-driven organization working to educate, connect, and empower people about issues surrounding epilepsy and seizures. Our vision is a world in which people living with seizures realize their full potential. In order to make that vision a reality, our dedicated staff provide a wide range of programs and services for people with seizures, their families, and the wider community.

On a practical level, this can mean delivering trainings to teachers and school nurses who have a child with epilepsy in their care; facilitating support groups for adults living with epilepsy; running a summer camp for children who might not otherwise be able to attend one; offering no cost seizure first aid trainings; designing awareness campaigns to educate the general public about epilepsy and fighting the stigma surrounding seizures; coordinating events to bring together people impacted by epilepsy; sharing community resources through our Information Services hotline; advocating for those living with epilepsy and so much more. Last year we touched the lives of over 170,000 constituents with our programs, events, and outreach efforts.

EFMN offers a vibrant and team-driven atmosphere with a strong commitment to our community and to our mission. Our team is currently working virtually with the option to voluntarily work from the office.

For more information about EFMN, please visit our [website](#), check out our pages on [Facebook](#) and [Linked In](#), or read our [2019 Annual Report](#).

Primary Duties:

The special events manager works closely with the executive director to develop strategy for key organizational events throughout the service area, cultivation of inclusive volunteer operations related to special events and manages the execution of those events. This position manages all communications, scheduling, and document and data support for special events.

POSITION REQUIREMENTS

- Three years of event planning and management experience.
- Impeccable organizational skills and proven success in role requiring managing multiple projects with multiple constituencies.
- Superior collaboration skills, including proven ability to work effectively with multiple stakeholders.
- Highly proficient with MS Office Suite and electronic communication platforms such as Zoom. Experience with database management platforms preferred.
- Demonstrated ability to work with a wide range of professionals and clients with varying abilities and from diverse backgrounds.
- Ability to adjust work hours as needed.

Essential Functions:

Special Events – Development Management

- Serve as lead staff contact for special events including but not limited to regional walks, gala, and giving days, collaborating cross-department and externally with hospitality staff.
- Oversee expense report and invoice management; coordinate special event budgets.
- Serve as primary contact to special event committees, namely regional walks and gala.
- Support the planning and execution of the gala and supporting committee/lead volunteers.
- Coordinate gala auction solicitation and procurement process.
- Support stewardship for gala corporate sponsors, gala table hosts, and other key event participants.
- Support the planning and execution of the walks in all locations and supporting regional walk committees/participant team captains.
- Support stewardship for corporate sponsors, regional walk captains, and other key event participants.
- Support DIY fundraising activities.
- Coordinate with marketing to ensure stewardship materials align with EFMN branding and messaging.

Special Events – Organization Management

- Serve as lead staff contact for special events including but not limited to day at the capitol and expo, collaborating cross-department and externally with hospitality staff.
- Oversee expense report and invoice management; coordinate special event budgets.
- Support the planning and execution of the supporting committee/lead volunteers.
- Coordinate gala auction solicitation and procurement process.
- Support stewardship for event corporate sponsors, event table hosts, and other key event participants.
- Coordinate with marketing to ensure stewardship materials align with EFMN branding and messaging.

Special Events - Volunteer Management

- Collaborate with executive director and other department leads to identify volunteer needs and opportunities.
- Formalize and maintain EFMN volunteer process and information.
- Design training content and materials for both staff and volunteers and conduct volunteer training as needed.
- When needed, coordinate promotion of and outreach for positions through online/social media resources, speaking engagements, and other outreach opportunities.
- Collect volunteer feedback, evaluate volunteer program outcomes, and identify strategies for improvement.
- Ensure that the volunteer program represents the communities that EFMN represents including the underserved communities identified in the staff DEI action plan.

Special Events Operations Support

- Maintain accurate and consistent donor data; record donor intent, acknowledgement preferences, and other relevant data in order to facilitate development reporting.
- Coordinate the gift acknowledgement process within 2 business days; enter donor payments and pledges in database, create gift acknowledgement documents.
- Develop, maintain and run exception/duplication reports regularly to ensure accuracy of constituent information.
- Support database maintenance activities to ensure data is transferred from EFMN website and 3rd party systems.
- Provide daily deposit reports on a weekly basis to finance department
- Work with the finance department to reconcile special events fundraising data each month.

Compensation and Benefits:

We offer a competitive, comprehensive total compensation package. The salary range is \$46,000-52,000 annually. A core benefits package includes short- and long-term disability and life insurance with related premiums covered 100% by EFMN. Additional options include medical (HDHP and copay plan options) and dental insurance with EFMN covering 85% of related premiums for employee coverage. Ongoing professional development opportunities are available to all office staff and our time off package includes PTO and holiday pay.

How to apply:

Qualified candidates should submit a cover letter and resume all in one document (PDF preferred) to Heather Besonen at hbesonen@efmn.org. **Candidate materials will be accepted through January 17, 2021**