

## SPECIAL EVENTS MANAGER

### About the Epilepsy Foundation of Minnesota

One in 26 people will develop epilepsy in their lifetime. Founded in 1954 and headquartered in Saint Paul, the Epilepsy Foundation of Minnesota (EFMN) offers services for people with epilepsy and seizures across Minnesota and boarding communities. We are a mission-driven organization working to educate, connect, and empower people about issues surrounding epilepsy and seizures.

We lead the fight to overcome the challenges of living with epilepsy and to accelerate therapies to stop seizures, find cures, and save lives.

### Position Overview

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.

### 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

#### 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.

#### **Position Requirements**

##### 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.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit and/or stand for up to 8 hour periods of time.
- Ability to look at a computer monitor, utilize a keyboard and mouse or equivalent equipment for up to 8 hours per day.
- Ability to occasionally lift and/or move up to 15 pounds.
- Ability to occasionally stoop and kneel.

### **Travel**

- Occasional travel within Minnesota

### **How to apply:**

Qualified candidates should submit a resume all in one document (PDF preferred) to [careers@efmn.org](mailto:careers@efmn.org). This position is open until filled.