

## **Manager of Special Events and Memorable Experiences**

The Anti-Cruelty Society is seeking a full-time Manager of Special Events and Memorable Experiences to manage the Society's special events designed to engage donors, sponsors, partners and friends to have the best experience at Society events and activities.

### **Who We Are**

The Anti-Cruelty Society has been at the forefront of animal welfare and humane education since its founding in 1899. As one of Chicago's oldest animal welfare organizations, our history is as large as our hearts. What started with just a single meeting would grow to be an entire community selflessly committed to helping pets and educating people.

### **Responsibilities**

- Manage event logistics and details both on and off-site.
- Coordinate with the marketing and communications team to manage pre and post event communications.
- Coordinate meetings and presentations as requested.
- Assist with the coordination of select Board, committee and council meetings and their activities.
- Create reports and lists from the donor database and track meetings with sponsors, donors and potential donors in Raiser's Edge database.
- Maintain the annual/monthly project and fundraising calendar of events and circulate/distribute as needed.
- Manage event responses, registrations, donations, including creating and maintaining databases.
- Work with accounting and mission advancement team to ensure completeness and accuracy of donor data as it relates to special events.
- Manage website content for events.
- Oversee all aspects of the Society's participation in the Bank of America Chicago Marathon including: monitoring fundraising, disseminating eblasts, recruiting participants, and coordinating logistics with a team of 50 runners.
- Manage the special events budget process including tracking budgets for each event and managing invoices.
- Provide ongoing support for on and off site events across the organization.
- Provide engagement and management of third-party event opportunities.
- Create compelling sponsorship proposals for special events funding and identify and solicit cash and in-kind event sponsors up to \$10,000.
- Establish on going relationships with sponsors including developing effective impact reports for each event.
- Work closely with the Volunteer Office to recruit and train event volunteers.
- Work with shelter staff, volunteers, and behavior team to select appropriate animals for events including offsite adoption events.
- Participate in community activities and civic programs as a representative of The Anti-Cruelty Society.
- Negotiate contracts for sales and services.
- Provide effective stewardship for existing and new sponsors and partners.
- Participate in professional meetings, conferences, and committees as assigned.
- Undertake special projects and assignments as directed.

- Manage volunteers and part time staff to support positive experiences.
- Other duties as requested by the VP of Mission Advancement or the Director of Development.

The ideal candidate must possess excellent organizational skills with the ability to manage several projects at the same time and be a creative thinker who brings out-of-the-box ideas to build memorable events. Must have the ability to handle large amounts of detailed information with accuracy, have solid written and verbal communication skills with the ability to work well under pressure. Must pay close attention to details and organize tasks and time to ensure timely completion of projects. Word processing skills and knowledge of and experience with Microsoft Office (Word, Excel, PowerPoint, Raisers Edge) applications are preferred. Must interact courteously and respectfully with supervisors, fellow employees, volunteers, general public and media. The ideal candidate must have a positive personality with a can-do attitude, knowledge of The Anti-Cruelty Society's mission and philosophy and love of animals.

A college degree is preferred but not required with a minimum of three years' experience working in a related field.

*Note: A comparable combination of education, experience or training that would provide the level of knowledge, skills and ability required may qualify an individual.*

Please submit a letter of interest, including salary expectations and a resume for consideration to:  
The Anti-Cruelty Society  
ATTN: Meshia Burrell, Vice President of People and Culture  
157 West Grand Avenue  
Chicago IL 60654  
Facsimile: (888) 391-0164  
E-Mail: [resumes@anticruelty.org](mailto:resumes@anticruelty.org)  
No phone calls please