



## Job Posting

Ronald McDonald House Charities of Oregon & SW Washington (RMHC) is seeking an individual, passionate about fundraising, who will be responsible for developing corporate sponsorships and support for our children and families in need. As a key member of the statewide development and communications team, our new **Special Events Manager** will develop plans and execute a series of fundraising events that raise over \$1.2 million annually in addition to stewardship and cultivation events to honor our donors and support our mission.

In 2019 RMHC grew dramatically to serve more seriously ill children and families supporting 79 seriously ill children and families every night at our 4 beautiful Ronald McDonald Houses in Portland, Bend and Springfield and reaching thousands of hospitalized children with our 4 in-hospital Hospitality Cart Programs at Randall, Doernbecher, Salem Health and St. Charles.

This is a regular, benefited, fulltime, exempt position working Monday through Friday. Weekend and evenings will be required, as necessary. The starting salary is dependent on experience. This position reports to the Chief Development Officer and will be based in Portland, working between our East House at 2620 N. Commercial Avenue and our South Waterfront House at 3410 SW Bond Street.

## About You:

- You are a strong relationship-builder who is welcoming and compassionate with a knack for building positive and productive connections.
- You are creative and collaborative and driven by a desire to reach new heights year after year by continually evolving and growing both personally and professionally
- You are organized and grounded in process with the ability to both “work a plan” and pivot as needed to achieve measurable goals and outcomes.
- You are inspired by big goals and would be uninterested in a role that is too predictable and repetitive
- People delight you and inspiring them to help others through our events is one of your very favorite things
- You are looking to work with our amazing Oregon team and for an organization that was voted on of Oregon’s Top 100 nonprofits to work for in Oregon

## About Us:

- It's not just a job. Join our Ronald McDonald House Charities family and help make a difference in the lives of critically ill children every day. We are a fun-loving team that works together to provide a much needed service to families from all over the world who come stay at our houses.
- Our organization provides a caring and supportive environment – not only for our guest families, but for our staff of dedicated individuals as well. We take the time to express our appreciation, recognize successes, and be there for one another because we know we are stronger together. And we understand the need for flexibility, because we know life exists outside of your job
- We show appreciation to our staff by offering competitive compensation and benefit package, including generous paid time off, flexible schedules, sabbatical program, paid time to volunteer in the community, and employer retirement contribution through an IRA.
- In 2019, Oregon Business Magazine recognized us as the #5 best large non-profit to work for in Oregon. And, we have been inducted into the Hall of Fame for being a Top 100 nonprofit to work for 11 years in a row!

### **Primary Duties and Responsibilities**

- Meet financial goals with respect to our fundraising events including our annual Hockey Challenge, Kilts for Kids, Golf Tournament and Gala event.
- Annually develop and lead special event work to develop and manage to plan, expense budgets and timelines for all Portland-based fundraising and donor events.
- Collaborate with the Chief Development Officer and members to the statewide development team to create an event strategy and framework for all fundraising events.
- Foster strong working relationships with President/CEO, Chief Development Officer, statewide development team, and event committees in order to manage/execute RMHC fundraising events, including coordinating and oversight of event committee meetings, supporting needs of committee members, and setting and managing event budgets.
- Work in collaboration with the Brand Manager to develop event collateral and media opportunities around fundraising special events.
- Support as needed all fundraisers and support logistics for our third party fundraisers.
- Analyze giving trends and identifies opportunities for increased fundraising from event portfolio.
- Work together with development team on stewardship of event attendees, sponsors, volunteers and vendors.
- Organize and supervise event volunteers as needed in conjunction with the Volunteer Manager and Director of Programs and Community Engagement.



- Maintain a current knowledge of the event-based fundraising field; participate in appropriate professional organizations for continuing education and professional growth.
- Other duties as assigned.

### **Skills Required:**

- High energy, with a passion for RMHC's mission and vision for building resources
- Outstanding relational, interpersonal, and collaboration skills, both internally and externally; a communication style that reflects clarity, authenticity, transparency, and approachability
- Excellent written and oral communication skills; effective, engaging facilitation and presentation skills; knowledge and facility utilizing varied communications platforms
- Strong organization, project and time management skills
- Flexible and adaptable work style
- Exhibit a keen attention to detail, including follow-through and follow-up.
- A strong work ethic, with high standards of accountability and a bias toward getting things done. Ability to work under limited supervision, both independently and as a team member.
- Computer proficiency, including Microsoft Office Suite. Knowledge of Constituent Relationship Management Software, and Greater Giving is preferred.

### **Education Requirements**

BA/BS degree or equivalent required

### **Experience Required:**

- Minimum of 3 years of development experience with successful track-record of managing a portfolio and closing gifts.
- Experience interfacing with business and community leaders with a high level of decorum and business acumen.
- Experience working on as a part of a high-performing and collaborative team.
- Experience managing multiple projects with competing deadlines.
- Experience with tracking work in a donor database
- Proficient in the creation of Excel spreadsheets including formulas and tables
- Writing development copy for direct marketing, proposals, and other development collateral a plus.
- Public speaking experience

### **Work Environment:**



Most work is conducted in a collaborative and dynamic office environment. Attendance at RMHC Oregon signature events may be required and such work may be indoors or outdoors, possibly in hot or wet weather. In conjunction with events, employee will be required to lift packages (up to approximately 40 pounds) and stand for long periods of time.

**To apply, send a cover letter and resume to [lisa.roth@rmhcoregon.org](mailto:lisa.roth@rmhcoregon.org), attention: Lisa Roth**

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*The Ronald McDonald House Charities of Oregon and SW Washington is an Equal Opportunity Employer. We encourage all qualified individuals to apply for positions regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other legally protected status.*

