



Rainbow Days, a Dallas-based nonprofit whose mission is to *help children and youth in adversity build coping skills and resilience to create positive futures.*

Rainbow Days is currently seeking a dynamic individual to join our team as the **Development & Events Manager** to serve as an ambassador for the organization, develop relationships with new and existing donors, pursue potential funding opportunities and oversee the details, management and execution of our annual fundraising event, The Pot of Gold Luncheon & Auction.

To inquire or apply for the position, please email your cover letter and resume to Sunni Roaten at SunniR@rainbowdays.org

DEVELOPMENT & EVENTS MANAGER

TITLE: Development & Events Manager

REPORTS TO: Director of Operations and/or CEO

POSITION SUMMARY: The Development & Events Manager is responsible for assisting with the execution of the organization's annual fund development plan, which includes stewardship of existing donors, identifying and soliciting new donors and being the lead on planning and organizing Rainbow Days' annual fundraising event, the Pot of Gold Luncheon & Auction held in April/May. The Development & Events Manager will work closely with Event Chairs, Planning Committee, the Chief Executive Officer, the Board of Directors and other staff members in order to execute a successful event and meet fundraising objectives. Specific job responsibilities include:

RESPONSIBILITIES:

Ongoing:

- Stewarding a portfolio of existing donors.
- Work closely with the CEO, Board and key staff to identify and pursue prospective new individual and corporate donors.
- Assist with the successful execution of organizational fundraising campaigns, including: North Texas Giving Day, Saturday with Santa and Back-to-School.
- Serve as an ambassador for Rainbow Days in the community by representing the organization and speaking on behalf of the organization at various community events.
- Demonstrate professional conduct at all times.
- Perform other related duties as requested.

Luncheon:

- Work closely with event Chairs, committee members, Board and staff team to achieve fundraising goals and plan details of the event (i.e. venue, speaker, etc.)
- Recruit new committee members to join the Pot of Gold Luncheon committee – which includes Sponsorships and Auction
- Solicit new sponsors and auction donors
- Solicit and follow up with past sponsors and auction donors
- Seek out new opportunities to promote the luncheon
- Work with vendors to design and mail and email sponsor solicitation and auction materials, including sponsor packets, auction packets and invitations

- Work closely with vendors to secure contracts and services as needed (i.e. hotel, auction company, speakers bureau, AV company, video production company, etc.)
- Track financial donations in database systems and acknowledge gifts through thank you correspondence to donors
- Track all auction items in auction database and work with committee on auction item descriptions and putting together baskets
- Recruit & manage volunteers and staff to support the event at set-up and on event day
- Maintain organization of all silent auction items before and after the Luncheon
- Maintain expense and revenue budgets
- Prepare and oversee timelines

SKILLS/QUALIFICATIONS:

- *Bachelor's Degree required.*
- *A minimum of 3 years of experience with fund development, business development, event planning and/or nonprofit fundraising.*
- *Be a self-starter and goal-driven individual who thrives when working to attain goals.*
- *Relationship-oriented with excellent interpersonal and teamwork skills.*
- *Excellent organization, written and verbal communication skills.*
- *Possess the skills to work with and motivate volunteers, board members and staff.*
- *Exhibit follow through on tasks and goals.*
- *Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.*
- *Be flexible and have the ability to work well in a team environment as well as independently.*
- *Must embrace the mission of Rainbow Days.*
- *Proficient with Microsoft Office Suite, particularly Excel.*
- *Donor database or CRM knowledge and experience a plus.*

EVALUATED BY: Director of Operations and/or CEO

HOURS: Full-Time | Monday-Friday 9am – 5pm

SCHEDULE: This position is required to work in the office a minimum of 3 days per week. May work remotely 2 days per week after 90-days of employment.

BENEFITS: Generous health and life insurance package available after 60-days. Generous Paid Holidays and PTO benefits after 90 days of employment. Cell phone stipend. 403B plan.

SALARY: Commiserate based on experience.

TRAVEL: Local travel limited to the Dallas area, as needed for various events or meetings. The position will be reimbursed for his/her mileage at the state approved rate.

APPLICATION:

Email your **cover letter and resume** to SunniR@rainbowdays.org

Rainbow Days
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