



## Development & Events Manager Job Description

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**EXEMPT:** Full-time  
**LOCATION:** 801 W. Michigan, Milwaukee, WI 53233  
**REPORTS TO:** Development Director, Safe & Sound, Inc.

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### **ORGANIZATIONAL SUMMARY:**

Safe & Sound unites residents, youth, law enforcement and community resources to build safe and empowered neighborhoods. Safe & Sound employs a community-based empowerment and neighborhood building strategy designed to reduce crime and violence. It utilizes the interdependent strategies of positive youth development, neighborhood organizing and public safety. The unique three-pronged strategy is a collaborative approach to fighting crime, violence, illegal drug and alcohol sales, and other neighborhood problems. Safe & Sound's collaborating partners empower youth and adults to work together, creating a better, safer community for all.

**POSITION SUMMARY:** Under the direction of the Development Director, the Development and Events Manager leads the planning and execution of Safe & Sound's major events, including the annual evening fundraiser, the Crime Prevention Awards, and other events designed to help meet strategic fundraising objectives. The Development and Events Manager will also manage a portfolio of corporations and foundations, responsible for the cultivation, solicitation, and stewardship involved in securing these gifts. This position collaborates with the Development Associate and the Development and PR Manager to meet fundraising goals and increase community engagement. This role is ideal for organized, detail-oriented, personable professionals who enjoy event planning and wish to expand their development experience into grant writing and donor cultivation.

### **BASIC REQUIREMENTS**

- Must have a valid driver's license, a vehicle, and automobile insurance.
- Must be able to pass a criminal background check.
- Requires the County of Milwaukee residence at time of hire or be willing to relocate.

### **Essential Duties and Responsibilities:**

#### **Event Management**

1. With administrative support from the Development Associate, coordinate all logistics for annual awards event, Crime Prevention Awards, and other major events including sponsorship solicitation, program, vendors, public relations, logistics, marketing and budget.
2. For each event, develop clear written materials including detailed production timelines that outline internal and external deadlines, day-of-event timelines/tasks, program outlines, scripts (as needed), bios of notable attendees, printed materials/signage, etc.
3. In consultation with event chairs and development director, and with logistical/administrative support from the Development Associate, prepare event committee meeting agendas and materials and lead meetings
4. In partnership with Development Director, submit sponsorship proposals and solicitation letters as related to events, and manage the event committee/board member sponsorship solicitation process
5. Identify and implement technologies and processes to ensure top-notch event registration and guest experience, ie. online registration, donation tools etc.
6. Complete detailed post-event analysis for each event, including strengths and areas for improvement. Solicit feedback from others to inform analysis.
7. Stay current on event trends, local venues, and innovative ideas related to event management that support fundraising goals and provide recommendations as appropriate.



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8. Adhere to all internal processes related to budget management, vendor invoices, etc.

### Development

1. Manage a targeted portfolio of government, corporate and foundation prospects targeted for gifts of up to \$25,000 for operating and program-specific funding needs.
2. Create individualized cultivation and stewardship plans for each prospect, which will include personal visits, written communication/proposals, volunteer/board contacts, fulfillment of grant reporting, and event sponsorship benefits.
3. Ensure effective solicitation of all prospects. Solicitation activities can occur both on your own and with other staff and volunteer leadership.
4. Use research, data analysis, personal contacts, board members, volunteers and staff to identify new corporate, foundation and government prospects and create lasting relationships with donors.
5. Draft and circulate timely call reports in eTapestry for critical donor interactions (emails, phone calls, meetings, etc.)
6. Support the growth and maintenance of key development programs, such as major gifts and young professionals groups.
7. Serve as an enthusiastic ambassador of the Safe & Sound mission, communicating the organization's goals and achievements to prospects to help them understand how their support can better the community.
8. Attend after-work events and functions as needed to represent Safe & Sound.

### General Duties

1. Perform all other duties as assigned.
2. Work collaboratively with all staff.

### Ideal Skills and Qualifications:

- Bachelor's Degree preferred
- Previous experience in event planning and/or fundraising
- Highly organized, detail-oriented, accurate, and precise
- Must be able to efficiently manage multiple tasks, work well under deadlines
- Persistence in working with and supporting others to ensure that all internal and external deadlines are met
- Collegial, team oriented working style with a willingness to share in both strategic thinking and administrative tasks
- Strong interpersonal and relationship building skills
- Strong writer with demonstrated excellence in verbal and written communications
- Intermediate to advanced skills in Microsoft Word, Excel, and PowerPoint
- Highly motivated, resourceful, flexible, outgoing and open-minded, easily able to adapt to change
- Ability to work effectively and diplomatically with a wide range of internal and external stakeholders
- A valid Wisconsin driver's license and daily access to an insured car.

### SALARY:

\$43,000

### APPLICATION INSTRUCTIONS:

Send cover letter, resume, salary history and three professional references with phone and e-mail contact information to Human Resources at [hr@safesound.org](mailto:hr@safesound.org). Applications due, Monday, November 16<sup>th</sup> at 9 am.