



Children's Hospital Foundation is an independent 501(c)3 that works to maximize philanthropic impact in children's health at Children's Hospital of Richmond at VCU. We are dedicated to raising and stewarding philanthropic resources that will enable CHoR to become a top, nationally ranked children's hospital. With roots going back more than 100 years to the incorporation of Richmond's original children's hospital on Brook Road in 1920, we are proud to work with generous members of our community to drive excellence in patient care, education and research.

Children's Hospital Foundation is currently engaged in a \$100 million capital campaign to fund construction of the Wonder Tower, CHoR's new home for inpatient, emergency and trauma services. Set to open in spring of 2023, the new facility will complete an entire city block—one million square feet—dedicated to the care of children.

## **Special Events Manager**

The Special Events Manager is responsible for the acquisition, planning and implementation of special events which promote both internal and external interest, understanding and support for Children's Hospital of Richmond at VCU. Responsibilities include designing and executing the organization's overall events strategy, encompassing relevant activities across all donor segments. The Special Events Manager is primarily responsible for owned and third-party fundraising events and also works closely with members of the development, corporate fundraising and donor relations teams to support engagement, cultivation and stewardship events.

### **Key responsibilities:**

- Develops a holistic events program directed to all appropriate audiences on behalf of the Foundation.
- Directs activities pertaining to the development and implementation of special events.
- Evaluates on a continual basis the effectiveness of the Foundation's special events, making adjustments to the event portfolio as needed to best support Foundation goals.
- Develops and organizes annual owned, third-party and peer-to-peer fundraising events.
- Provides strategy and logistics support to fundraising events conducted by the Foundation's auxiliary boards.
- Collaborates with other members of the team to identify and cultivate special event participants and move them along the donor pipeline.

- Guides mass communication efforts directed to special event participants.
- Works closely with the corporate fundraising team to solicit and secure event sponsorships.
- Supports donor engagement, cultivation and stewardship events as needed.
- Acts as a spokesperson with media outlets throughout the community in relation to special event announcements, sponsorships and promotions.
- Serves as the manager for the Special Events Coordinator.

### **Required qualifications:**

- Bachelor's degree
- Three to five years of demonstrated success developing strategy for and managing an events program, with fundraising event experience preferred
- Experience with Microsoft Office and constituent management databases
- Experience managing volunteers and volunteer committees within an event setting
- Excellent verbal and written communication skills
- Ability to participate in activities and special events oftentimes after hours
- Access to reliable transportation as needed to perform job duties
- Ability to work effectively and independently with the ability to manage multiple projects simultaneously
- Highest ethical standards, attention to confidentiality and willingness to fully comply with VCU's interpretation of HIPAA law as it relates to fundraising
- Must have demonstrated ability to develop and maintain effective working relationships with a broad spectrum of people, including team members, donors and other external audiences
- Emotional intelligence, empathy and ability to relate to individuals impacted by health experiences
- Demonstrated experience working in and fostering a diverse, equitable and inclusive environment

### **Preferred qualifications:**

- Experience within a health care and/or children's hospital fundraising environment
- Experience with Blackbaud products, including Raiser's Edge NXT

### **Work type:**

Children's Hospital Foundation is committed to providing employees with a supportive work environment focused on collaboration, efficiency and flexibility and therefore deploys a designated team hybrid work model. This role will operate on a hybrid model that includes a combination of remote and on-site hours, based on a schedule set with their manager.

**Salary range:**

From \$75,000, commensurate with experience

**How to apply**

To apply, please email a resume and cover letter to [careers@chfrichmond.org](mailto:careers@chfrichmond.org). Please be sure to list the position title in the subject. Review of applications will begin immediately and will continue until the position is filled.