

**Summary:** The Philanthropy Events Officer is responsible for Youth Haven's marquee events including *Starry Nights Gala*, *Cherish the Children Luncheon*, *Healing Youth Luncheon*, and *Fairways for the Future Golf Classic*. These events raise over \$3 million annually and require exceptional interpersonal and organizational skills.

**Functional Responsibilities:**

- Planning, Implementation and Coordination of Youth Haven fundraising events, including third-party events, advocacy events and events related to donor development and retention.
- Coordination of all event logistics including public relations, advertising, collateral material design, production, and distribution.
- Work collaboratively with event committees, ensuring all details are handled accordingly.
- Track and manage all ticket sales, donations, and sponsorships, ensuring accurate recordkeeping.
- Responsible for planning and securing all event revenue enhancers, i.e. silent auction, live auction, in-kind donations, etc.
- Coordinate all aspects of event committees and volunteer needs for successful event execution.
- Experience in cultivating and expanding donor relations.
- Respond to donor inquiries and donations in a prompt and courteous manner.
- Maintain strict donor confidentiality and ensure compliance with related policies.
- Provide support in the creation and distribution of donor communications.
- Exceptional execution of information and time management focusing on critical details and task prioritization
- Must be able to sit, stand, walk, and must occasionally lift or move up to 50lbs.

**Employment Standards:**

- Bachelor's Degree and a minimum of five years' experience in special events
- Evidence of successful event, sponsorship, marketing, public relations and relationship development required.
- Knowledgeable of all social media platforms and current trends.
- Excellent communication, public speaking, and presentation skills a must.
- Ability to work independently and as part of a larger team.
- A passion for Youth Haven mission
- Knowledge of CRM database, preferably Donor Perfect
- Must have transportation and the ability to drive locally.

Youth Haven is a drug free, equal opportunity employer and does not, nor shall not discriminate against any employee or applicant for employment because of race, color, sex, age, creed, national origin, disability, marital status, veteran status, or religion. Local and federal background checks, and drug screening are mandatory.

