



## Events & Corporate Engagement Manager

**Join an organization that empowers people to turn their ambition into opportunity.** Northwest Association for Blind Athletes (NWABA) is on the cusp of an exciting time of growth as a regional organization with a mission to provide life-changing opportunities through sports and physical activity to children, youth, adults, and military veterans who are blind or visually impaired. Our next Events & Corporate Engagement Manager will play a key role in achieving NWABA's vision to be the national leader in providing athletic opportunities for individuals of all ages and abilities who are blind or visually impaired.

**We are committed to cultivating opportunities for individual and organizational growth.** Energized by an entrepreneurial spirit and the drive to excel, NWABA invests heavily in the people and resources needed to successfully deliver on our mission. Looking to the future, newly renovated offices in downtown Vancouver are equipped to tap into the tools and technology necessary to expand our presence and impact in Oregon, Washington, Idaho, Montana, and beyond.

At NWABA, we operate with full transparency, bringing honesty and integrity to everything we do. We welcome, serve, and support all people with dignity and respect. And we bring steadfast determination in pursuit of our mission and our goals. Our next Events & Corporate Engagement Manager will embrace our values, champion our mission, lead with passion, and deliver results.

### **Position Summary:**

We seek an entrepreneurial and forward-thinking **Events & Corporate Engagement Manager** to join our growing development team. The Events & Corporate Engagement Manager will focus on creating and maintaining strong relationships with corporate partners to deepen involvement. The manager will also serve as the project manager for all fundraising events and coordinate logistics for various internal and third-party events across the region. This position reports to the Director of Development & Communications and works closely with the Development Coordinator, Marketing & Communications Coordinator, and program staff. This is an opportunity to actively and strategically grow the organization's presence and impact. This is a full-time, exempt position.

**NWABA offers competitive compensation including health insurance, generous PTO, a 403(b) savings plan and paid holidays.** Working from our conveniently located downtown Vancouver, WA office, employees are in the heart of the city and close to restaurants, coffee shops, trails and countless other attractions.

### **Job Responsibilities:**

#### **Events:**

- Serves as the project manager for all fundraising events throughout the year. Oversee and direct logistics of event planning, implementation and follow-up. This includes all aspects of event coordination: invitations and marketing collateral materials, web content and updates, guest lists, tracking RSVPs, guest registration, seating charts, vendor contracts and relations, soliciting event sponsors, live and silent auction procurement, event set-up and breakdown, guest and donor stewardship, etc.



- Manage logistics and exceed budgeted revenue goals for various internal and third-party events throughout the year including site selection, catering, marketing, audio/visual, scripts, slideshows, etc.
- Manages the creation of event programs, coordinating speakers, talking points, and run of show.
- Manage communications with all attendees before, during and after events.
- Manage event database including entering guest information, sponsorships, auction items and running various reports.
- Work with the Development Coordinator in procuring in-kind donation for various special events and programs from individuals and businesses throughout the year.
- Recruit, train and manage internal staff and volunteers for fundraising and stewardship events. Also serves as the lead staff for fundraising events.
- Leads and participates on various event committees with volunteer leaders and staff.
- Manage the budget for internal events ensuring that revenue and expenses are effectively managed and adjusted throughout the fiscal year as indicated or needed; provide progress reports and revenue/expense projections.
- Determines ROI for individual events and conducts year-to-year and event-to-event comparative analyses to determine their effectiveness.
- Act as designated staff member at various special events throughout the year.

#### **Corporate Relations:**

- With the Director of Development and Communications develop, implement, manage and exceed budgeted revenue goals from a portfolio of corporate prospects in identified growth areas across Washington, Oregon, Idaho and Montana.
- Participate in various community networking activities and associations with the goal of educating corporate entities about NWABA and encouraging corporate and cause-related sponsorship and marketing opportunities.
- Directly solicit sponsorships and other support from identified corporate partners resulting in achievement of stretch and base budget targets.
- Responsible for all grant requests, proposals, revenue generation and reports associated with corporate donors.
- Cultivate relationships with current corporate partners and develop personalized partnership plans.
- Work with Program team to maximize corporate volunteer opportunities.
- Accurately and timely recording of donor contact information and related activities in eTapestry donor database.

#### **Desired Knowledge, Skills and Abilities:**

- Three to five years of successful experience in fundraising and nonprofit event management.
- Bachelor's degree or equivalent.
- Proficiency in Microsoft Office Suite.
- Familiarity with eTapestry and Greater Giving (or database equivalent).
- Highly organized with ability to prioritize and manage multiple tasks, and excellent attention to detail.
- Ability to work as a team member and to establish and maintain effective working relationships through successful interpersonal, written and verbal communication.



- Demonstrated ability to respond to and resolve questions or problems as they arise.
- Must be able to work independently with limited supervision as well function successfully as a team player.
- Ability to lift and carry up to 40 lbs. including tandem bikes, kayaks, and other equipment.
- Ability to travel approximately 25-30% of time as needed throughout our service area (WA, OR, ID and MT) including air travel.
- Ability to work some evenings and weekends throughout the year when required.
- Must possess a valid state-issued driver's license and be comfortable driving organization-owned vehicles in support of job responsibilities.
- Ability to pass a background check, including MVR.

**Application Instructions**

For consideration, please contact Alyssa Williamson at [email.astraea@gmail.com](mailto:email.astraea@gmail.com)