

## **Ronald McDonald House Charities New England (RMHCNE)**

**Title:** Special Events Manager

**Location:** Providence, RI

(with flexibility between Providence, RI, and Boston Harbor/Charlestown, MA)

**Reporting Relationship:** Reports to the Chief Advancement Officer

**Exempt/Non-Exempt:** Exempt - Salaried and benefited position



### **GENERAL SUMMARY:**

Ronald McDonald House Charities® of New England serves as a sanctuary for pediatric patients and their families, offering comfort and Family-Centered care programs while they receive treatment at leading medical facilities across New England. The Special Events Manager, in collaboration with the Chief Advancement Officer, oversees the chapter's major fundraising events, including the Women's Classic, Night Out at Fenway Park, Anniversary Gala, endurance teams (Falmouth Road Race, Boston Marathon, and Chicago Marathon) and peer-to-peer initiatives. The role entails developing and implementing an annual events strategy to enhance awareness, increase revenue, and uphold brand standards.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES: Special Events**

- Lead the planning and execution of annual special events and Team RMHCNE athletes, from conception to completion, including plan development, event committee management, and budget oversight.
- Evaluate the growth potential of each event and establish baseline goals, analyzing and assessing their success.
- Create specific timelines and work plans for each event, while monitoring budgets and revenue projections.
- Ensure all events align with the organization's brand and maintain consistency in event-specific communication.
- Cultivate relationships with corporate partners, athletes, donors, and sponsors to expand sponsorship relationships and identify growth opportunities.
- Collaborate with the Development team to coordinate event logistics with vendors and ensure contractual obligations are met.
- Maintain key external and internal relationships necessary for event production and assist with donor and attendee acknowledgments.

### **Ancillary Job Functions**

- Coordinates development and communications strategies and activities with Marketing and Communications Manager to ensure their integration to the overall program.
- Makes effective use of RMHCNE donor database and other resources to ensure appropriate management of donors and prospects in coordination with fundraising objectives, directing the donor cultivation assignments and stewardship efforts.
- Conducts research to identify prospects and creates strategies to match prospects' interests to the priorities and strategies for fundraising efforts.
- Assists in short and long-range strategic planning activities to create and implement fundraising goals and objectives.
- Represent RMHCNE at business and community meetings/events.
- Perform additional job-related duties as assigned.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Bachelor's Degree required, with 3-5 years' experience in nonprofit development, sales, and marketing, demonstrating success in fundraising event management.
- Experience with endurance events, working with athletes and peer to peer fundraising strongly preferred.
- Strong team leadership and collaborative skills.
- Comfort interacting with diverse groups, including donors, athletes, corporate leaders, and volunteers.
- Excellent organizational, time management, and project management skills.
- Proficiency in analytical skills with keen attention to detail.
- Exceptional verbal and written communication skills.
- Ability to work independently, exercise initiative and judgment, and prioritize workload effectively.
- Availability to work a flexible schedule (some weekends and evenings are required) travel between Boston market and Providence market as needed.
- Sensitivity and discretion in working with RMHCNE families and children, maintaining confidentiality.
- A valid driver's license.

**WORKING CONDITIONS:**

- Full-time position reporting to the Chief Advancement Officer.
- Based in Providence, RI, with flexibility between Providence, RI, and Boston Harbor/Charlestown, MA.

**STATUS:**

This is an exempt/salaried and benefited position, with an expectation of a minimum 40 hours per week. It is an 'at will' employment position, which means that either RMHCNE or the employee may terminate employment at any time, with or without cause or without notice.

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The above statements are intended to describe the general nature/level of work being performed by the individual assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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**HOW TO APPLY:** Interested parties, please send a resume and one page cover letter PDF (one document) to [Jolival@rmhcne.org](mailto:Jolival@rmhcne.org) The subject of your email should be Special Events Manager. No phone calls please. The position will remain open until filled. RMHCNE is an equal opportunity employer.