



## **SPECIAL EVENTS MANAGER - STEPHENSON CANCER CENTER**

### **POSITION SUMMARY:**

The Special Events Manager for the Stephenson Cancer Center at OU Health is responsible for planning, development, and implementation of special events targeted at supporting the Stephenson Cancer Center's funding needs. Responsible for cultivating, soliciting, and stewarding those donors and/or sponsors that partner with the Stephenson Cancer Center through the utilization of fundraising events. Works closely with other members of the Health Sciences Development team, the Executive Director, fellow OU Foundation colleagues as well as leadership within the Stephenson Cancer Center and across OU Health to develop and implement the overall fundraising event strategies for the team to meet fundraising goals. Goals and areas of focus for the Special Events Manager will be determined by the Executive Director of Advancement in partnership with the leadership at the Stephenson Cancer Center. Performance metrics will be determined annually by the Executive Director of Advancement in consultation with the Special Events Manager pursuant to the OU Foundation's annual fundraising goals and the Stephenson Cancer Center's funding needs and priorities.

### **KEY RESPONSIBILITIES:**

- Plan and execute events designed to assist in the fundraising efforts for the Stephenson Cancer Center.
- Identify potential event sponsors and work in partnership with those prospects to secure financial commitments (in terms of sponsorships) that will support the funding needs of the Center.
- Research, edit, and write formal proposals including sponsorship solicitations to corporations and other charitable organizations.
- Manage and coordinate all event and logistical aspects for the Stephenson Cancer Center's annual signature fundraising event, Outpace Cancer Race.
- Coordinate and manage donor records to ensure effective records are in place to support the Stephenson Cancer Center's event needs.
- Design and prepare special reports; participate in projects, programs and related development activities as required.
- Oversee and grow third party events designed to raise money for the Stephenson Cancer Center.
- Assist with tasks such as securing speakers or developing robust event programs that will assist in the Stephenson Cancer Center's fundraising efforts.
- Manage the Board of Advocates and assist with meeting logistics for the Leadership Council for the Stephenson Cancer Center.
- Work with the OU Health's marketing team to produce event materials, promote events, and serve as a liaison between events that support the Stephenson Cancer Center.
- Represent the organization at business and community meetings, conduct tours and/or give presentations.
- Gather, analyze, and synthesize data to generate prospect lists, summaries on selected prospects, and in-depth profiles on individuals, corporations and foundations as assigned.



- Design, produce, and distribute fundraising materials and case statements to support the Stephenson Cancer Center.
- Respond to donor inquiries; develop, prepare, and disseminate donor correspondence as needed.
- Work with confidential donor information, documents donor interactions and solicitations in the prospect management system keeping donor information updated.
- Communicate effectively with peers, staff, volunteers, and leadership at the Stephenson Cancer Center.

Perform related responsibilities as required or assigned.

## REQUIRED QUALIFICATIONS:

### Knowledge, Skills, Abilities

- Ability to develop, maintain and grow interpersonal relationship with donors, sponsors, vendors, volunteers, staff, and leadership at the Stephenson Cancer Center.
- Excellent oral and written communication skills including the ability to make effective presentations to large and small groups.
- Excellent organizational and prioritization skills. Ability to handle multiple projects and deadlines.
- Ability to communicate well, and build rapport quickly with donors, volunteers, staff, and leadership at the Stephenson Cancer Center.
- Proficient Microsoft Office Suite.
- Advanced event planning and calendar management.
- Ability to navigate databases.
- Advanced writing skills to compose proposals, and ready to publish events communications.
- Ability to analyze data.
- Ability to collaborate with teams and vendors.
- Meticulous attention to detail.
- Creative and effective problem-solving skills.
- Ability to respond to problems and to assist clients with a calm, courteous, and helpful manner, and attitude.

## EDUCATION/EXPERIENCE:

- Bachelor's Degree in Communication, Marketing, Public Relations, or closely related field.
- Minimum of 3 years of event planning and/or fundraising experience.

## SALARY RANGE:

Salary commensurate with experience.