



## **Annual Giving & Events Manager**

### **Wheaton Park District**

**Contact Name:**

**Contact E-mail:**

**Contact Phone:**

**Closing Date:**

**Salary:** \$70,000.00 - \$80,000.00, DOQ

#### **Description:**

Join the Wheaton Park District as the Annual Giving & Special Events Manager to advance the missions of the district's two non-profit foundations, Cosley Zoo Foundation and DuPage County Historical Museum Foundation. We are seeking an experienced and dynamic fundraising professional who is enthusiastic and passionate about engaging with the local community and making a difference! The right candidate is creative and knowledgeable about philanthropy, annual giving, and all facets of fundraising event planning and execution.

#### **The Position:**

Under the direction of the Director of Marketing, Events & Development, the Annual Giving & Special Events Manager is responsible for supporting the missions of the Cosley Zoo Foundation and the DuPage County Historical Museum Foundation. This position will manage all aspects of the foundation's annual giving program, memberships and annual fundraising events.

Develop each foundation's annual giving and event strategy and involve the Executive Director, Marketing & Development Staff, Foundation Boards, and other WPD staff as appropriate.

Provide leadership and oversight to the planning, organizing, and execution of each foundation's annual fundraising programs, to include appeals, memberships, and special events aimed to heighten awareness, grow annual revenue streams, and broaden the base of donors and support.

Identify, cultivate, and solicit major sponsors for annual special events and special projects.

Provide leadership and support to foundation board members on their fundraising efforts and initiatives as it relates to appeals and event growth.

Work in tandem with each Foundation Board, WPD Executive Director, Zoo and Museum Directors, and Director of Marketing, Development and Special Events in the solicitation of major sponsors and major gift donors.

Responsible for volunteer leadership recruitment and engagement for each foundation event.

Assist in the research of existing and new foundation partners to prepare, submit, and manage annual grant proposals, reports, and follow-up.

Participate and/or assist Zoo, Museum, and WPD staff with membership promotion and retention programs and sponsorship solicitations for select annual events.

Provide professional leadership that will contribute to creating a strong and effective development/fundraising office team, operation and working environment.

Why you should apply:

Park districts are all about leisure, recreation and conservation. If this interests you, we offer the following:

\$70,000 - \$80,000 per year.

Health (HMO or PPO), with very low employee contribution for employee, spouse, and dependents.

100% employer paid dental insurance for employee, spouse, and dependents.

100% employer paid vision insurance for the employee.

100% employer paid life insurance at 1.5 times your annual salary.

Health insurance incentive up to \$4,500 per year.

FSA and Dependent Care pre-tax via payroll deduction.

Pension Plan through the Illinois Municipal Retirement Fund, including employer contributions.

Paid time off including 12 sick days per year, 12 vacation days, 2 personal days (pro-rated first year), 12 ½ holidays.

Free use of fitness center, two pools, golf, and entrance to Cosley Zoo to employees and family members eligible for insurance coverage.

Tuition Reimbursement, discounts on merchandise, professional memberships, and other voluntary benefits.

The Qualifications:

To be considered for this position, we are looking for:

A minimum of a Bachelor's Degree from a four-year college or university with a concentration in business, marketing, communications, development, not-for-profit administration, or other related fields.

A minimum of 5 years of progressive not-for-profit fundraising experience that is well documented and demonstrates a proven track record of success in developing/facilitation annual appeals, membership programs, and developing and managing budgets.

Must be a relationship builder and able to effectively engage with a diverse group of donors, prospects, board members, volunteers, grantors, sponsors, business/corporate, foundations, and community groups.

Must have exceptional composition, writing, presentation, and communication skills. Must be highly organized and detailed minded with ability to multi-task and manage multiple demands, priorities, and projects.

Experience in fundraising software applications, excellent computer skills, and able to navigate database programs and social media platforms.

Experience in foundation/grant research and writing and some knowledge in Planned Giving and Endowments a plus.

Must be skilled in leading and developing highly effective volunteer fundraising committees.

Must be available to work evenings and weekends for special events and board meetings.

Must have a valid driver's license with acceptable driving record.

CPR/AED certified or obtain within one (1) year of employment.

To apply for this position go to: <https://wheatonparkdistrict.clearcompany.com/careers/jobs/123ad8cd->

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The Wheaton Park District is an equal opportunity employer. EOE/M/F/D/V