

SPOLETO FESTIVAL USA

Special Events Manager

Summary:

As an integral part of Spoleto Festival USA's advancement program, the Special Events Manager works to foster lasting relationships between the Festival and its patrons, promoting positive attitudes toward giving among current and prospective donors, and Spoleto SCENE (young people's group).

Duties and Responsibilities:

Lead efforts to plan and implement annual fundraising events that include the live and on-line auction in February, the Mary Ramsay Civic Award Luncheon in April, and the Opening-Weekend Fête, along with donor recognition events for Spoleto Society, Board of Directors, special program-related events, and SCENE events throughout the year. This position reports to the Director of Development.

Essential Responsibilities for Events:

- Direct and manage all aspects of planning and staging fundraising events, including vendor contracting, cultivation of event themes and coordinating with each committee to execute day of event logistics.
- Conduct solicitation of live and on-line auction items.
- Create and oversee the Spoleto auction website through WIX and work directly with Bidding for Good for online access to auction.
- Analyze each event and prepare reports through Tessitura database.
- Secure sponsorships and in-kind contributions for fundraising events.
- Work with committee members and board members in soliciting hosts for cultivation events.
- Oversee SCENE events in coordination with Steering Committee and Individual Giving and Stewardship Manager.
- Manage all event budgets and work closely with Finance Department.
- Hire and manage a seasonal Special Events Assistant as well as two seasonal apprentices.

Qualifications and Required Skills:

- Three or more years of successful experience in event management with fiscal goals.
- Experience in non-profit sector is a plus.
- Demonstrated strong oral skills, commitment to quality, timeliness, efficiency, and organization with attention to detail is essential.
- Proven ability to work effectively with different constituent groups.
- Prefer creative energy and ambition that can lead and inspire Special Events team.
- Exhibit outstanding communication and negotiation abilities with a high level of professionalism.
- Proficiency with Adobe InDesign, Photoshop and Illustrator, as well as Microsoft Publisher is an advantage.
- Candidate must be able to handle information of a sensitive matter, such as confidential donor information and records.

Compensation

Competitive salary plus benefits including vacation and medical leave, participation in group health insurance, dental, vision, 401k, and life insurance plans.

About Spoleto Festival USA

For 17 days and nights each spring, Spoleto Festival USA fills Charleston, South Carolina's historic theaters, churches, and outdoor spaces with performances by renowned artists as well as emerging performers in opera, theater, dance, and music. Founded in 1977, this non-profit is internationally recognized as America's premier performing arts festival.

To Apply

Please submit a resume and cover letter to developmentjobs@spoletousa.org. No phone calls, please.