

Sales & Fundraising / Event Marketing – Full Time Position Norfolk Festevents, Ltd.
Development Manager

Virginia's largest non-profit outdoor event planning and production company is seeking an experienced, creative, highly motivated, energetic professional to fill full-time Development Manager position. Position requires college degree, 5 years recent professional development/fundraising experience, special events experience preferred, flexible schedule to work evenings, weekends and holidays, physical ability to perform wide range of labor related production duties and ability to work in an outdoor environment.

Candidates must possess excellent sales, PR, oral and written communication skills; leadership and teambuilding skills; demonstrated success with developing/presenting proposals, sponsorship sales, event, project, budget, inventory/assets, and contract management; and proficient with a range of computer programs. Candidates must have a thorough understanding of the current fundraising/development industry.

Responsibilities include designing and managing extensive sponsorship and membership programs; scouting and recruiting corporate sponsors and individual donors; managing sponsor benefits and development oriented hospitality events and activities; actively involved in all aspects of event set up, management, break down and evaluation.

Please mail, e-mail cover letter and resume to President, Norfolk Festevents, Ltd.
120 West Main Street, Norfolk, Virginia 23510. E-mail festevents@festevents.org. No phone calls please.

Responsibilities Detailed:

- ✓ Inside & Outside Sponsorship Sales
- ✓ Fundraising and Management of Donor Membership Program
- ✓ Group Ticket Sales
- ✓ Hospitality Package Sales
- ✓ Research of both Consumer and Corporate Trends
- ✓ Cultivation of New Sponsors, both Small Business and Corporate
- ✓ Cultivation of Individual and Corporate Donors
- ✓ Fulfillment of Corporate Partners and Donors
- ✓ Management of On-site Festival VIP Areas
- ✓ Supervision of Interns and Part Time Staff
- ✓ Corporate Mobile Tour Coordination
- ✓ Communication with Advertising and Public Relations Agencies
- ✓ Income Financial Reports
- ✓ Advancing, Coordinating and Logistics of Sponsor Activation
- ✓ On-site Event Management
- ✓ Community Engagement through Young Professional Organizations
- ✓ Post-event Sponsor Summaries
- ✓ Departmental Expense Budget Management