

**MORRIS ANIMAL FOUNDATION  
POSITION DESCRIPTION**

**POSITION TITLE: CANINE CANCER EVENTS MANAGER**

**REPORTS TO: VP Gifts & Development**

**DEPARTMENT: Development**

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**OVERALL SUMMARY: The Canine Cancer Events Manager is responsible for helping to identify, qualify and secure donors for the Canine Cancer Campaign and to coordinate grass roots fund raising events to help both the Canine Cancer Campaign and other MAF initiatives as directed. In addition, this position assists, supports and backs up the Operations and Meetings Manager in planning, coordinating and overseeing MAF trustee, committee and other related meetings.**

**POSITION ESSENTIAL FUNCTIONS:**

**Canine Cancer Campaign**

- Identify, qualify, cultivate, solicit and secure donors
- Experience with planning, managing and executing successful events at the grass roots level either in the for profit or non profit sectors
- Cultivate sustainable relationships and increase donor loyalty
- Develop and propose strategies for donor/customer groups based on giving levels, and attempt to move individuals within groups to higher levels of giving
- Participate in weekly Prospect Management meetings to coordinate solicitations with fellow fundraisers and determine best approach
- Represent MAF in a confident and professional way at donor-driven cultivation events and conferences, as requested
- Keep abreast on current fundraising techniques and methods used in the nonprofit sector, and attend professional training seminars, as requested
- Develop with supervisor a clear and concise set of measurable goals that feed into and support department strategic plan
- Develop, with supervisor, key performance metrics to measure established goals
- Develop strategies to retain and elevate existing donors

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- Adhere to our organization's safety policies and procedures and encourage others to do the same. Promptly report incidents and accidents according to the Foundation's procedures.

**Event Coordinator**

- Coordinate and oversee all Foundation grass-roots offsite events.
- Coordinate and assist office staff in developing a meeting task timeline to ensure efficient completion of tasks such as: documents, program and presentation preparation.
- Respond to requests and maintain relationships with third party fundraisers.
- Work with other development and marketing & communications staff to promote events
- Seek opportunities to increase beneficial third party events.
- Track benefits of third party events and report results and recommendations to development and marketing & communications team and Foundation leadership.
- Implement policies, procedures and standard documentation for grass-roots third party events
- Make recommendations to Foundation leadership on level of support for events, if any, on site MAF staff requirements, and cost/benefits of proposed events
- Support, assist and back up Meetings Manager on MAF trustee, committee and related meetings per attached job description

**POSITION ESSENTIAL REQUIREMENTS:**

- Bachelors degree in business administration
- Ability to work well with other team members and to be flexible with varied requests from donors
- Must be comfortable in a wide range of social and business settings
- Excellent organizational, written, oral and interpersonal communication skills required

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- Ability to organize and manage multiple projects/tasks simultaneously; must have ability to work independently and collaboratively, and adapt to changing priorities
- Solid ability to handle sensitive information discretely and maintain confidentiality
- Proficient in Microsoft Office programs
- Travel as needed
- Effective track record for working well with varied constituents – inside and outside of an organization/foundation.
- A proven ability to handle multiple priorities and deadlines
- Ability to practice flexibility in participating in organizational growth and change.
- Ability to lead teams and to work with a senior management team.

**POSITION PREFERRED SPECIFICATIONS:**

- Experience in understanding/using large computerized databases for customers, clients and donors (e.g., Raisers Edge)
- Knowledge about legal and tax issues applicable to a fund raising events
- Advanced degree in business development or sales related field with advanced training in fundraising a plus
- Five years or more experience in related fields.

**POSITION SPECIFICATIONS:**

Full-time, exempt position. Competitive salary and benefit package.