



Special Events Director (full-time)

Meals On Wheels Atlanta
1705 Commerce Drive NW
Atlanta, GA 30318
404-351-3889 (Main)

JOB DESCRIPTION:

Meals On Wheels Atlanta (MOWA) seeks a dynamic and experienced individual to manage MOWA fundraising events. The successful candidate must be highly organized, able to work with a variety of personality-types, possess an acute attention to detail, and be able to “roll up her/his sleeves” to assure success when necessary. Also, the candidate must be able to anticipate project needs, discern work priorities, work independently as well as collaboratively to meet deadlines, and be willing to work occasional evenings and weekends as needed. This position reports to the Director of Marketing & Public Relations.

The Special Events Director plans and manages all aspects of multiple fundraising events annually including the MOWA signature event *A Meal to Remember*.

RESPONSIBILITIES INCLUDE:

- Working closely with Event Chairs/Committee, CEO and Director of Marketing & PR to assure the success of the events, including preplanning, event execution, and post-event follow up.
- Establishing a timeline and project plan for each fundraising event.
- Developing sponsorship packages and helping to secure sponsors for the events.
- Creating a positive experience for volunteers by supporting their efforts and managing their roles in all aspects of the events.
- Interfacing with vendors and sponsors for the successful implementation of the event.
- Coordinating mailings and other communications for events.
- Conducting marketing and public relations to maximize exposure and success of events and the organization.
- Generating reports on the progress of events for volunteers, supervisor and Board of Directors.
- Managing event budgets and maximizing revenue for events.
- Identifying strategies and opportunities to increase revenue for each event.
- Developing a succession plan for fundraising event leadership (Event Chairs/Committees).
- Documenting all details of events for archival purposes.
- Hiring and managing an Event Intern for administrative tasks, auction and event coordination.
- Maintaining appropriate donor and prospect files in Raisers Edge.

- Serve as staff lead for the MOWA Young Professional Board.

Additionally, all MOWA staff is expected to take on additional responsibilities and participate in organizational wide endeavors as appropriate. Job descriptions are not limited to items in formal job description.

QUALIFICATIONS:

- Bachelor's degree required.
- Must have experience in fundraising, special event coordination and or related fields.
- Highly organized.
- Excellent written and oral communication skills.
- Strong interpersonal skills and an ability to work with a diverse variety of individuals.
- The candidate must be proficient in Microsoft Word, Excel, and PowerPoint. Knowledge of Raisers Edge database management software is considered a plus.

Salary: Commensurate with experience; full benefits

To Apply: Please email resume and cover letter to hr@mealsonwheelsatlanta.org. No phone calls, please.

Meals On Wheels Atlanta is an Equal Opportunity Employer.

Meals On Wheels Atlanta (MOWA) was founded in 1965 to support seniors struggling with poverty, food insecurity, and social isolation. Over more than 50 years, we have grown from a small soup kitchen for seniors to an organization serving more than 265,000 meals each year to seniors throughout the Atlanta area. From the beginning, the heart of our mission has been to offer seniors in need the comfort of a warm meal and a friendly face. Today, we rely on thousands of friendly volunteers to help us prepare and deliver meals to the homes of low-income and homebound seniors in our community.

As we have grown and evolved our meal services over the years, we have also expanded our program offerings to respond to other critical needs facing seniors in our community. Our Home Repair Services program, Neighborhood Senior Centers programming, and Adult Day Health Center all help address these needs and support the independence and quality of life of the seniors we serve. Throughout all we do, our vision is to ensure that no Atlanta area senior is hungry, cold, or forgotten.