

Job Description



JOB TITLE: Special Events Manager
Reports To: Director of Development & Strategic Initiatives
Last Updated: 04/27/2026
Status & Salary: Full-Time Exempt: **\$52,000 - \$62,000/year**; based on applicable skills & experience.

SUMMARY OF ROLE

The Special Events Manager leads the planning, coordination, and execution of all RMHC Richmond events that support mission visibility, community engagement, and donor stewardship. Major fundraisers include the Red Shoe Rendezvous, Red Shoe Golf Tournament, Shamrock Showdown, and Sporting Clays. This role ensures consistently high-quality event experiences by managing logistics, vendors, volunteers, timelines, and budgets, while collaborating closely with internal teams to align events with organizational goals and brand standards.

All RMHC employees are expected to embrace our **Values** of:

We lead with compassion

We are deeply respectful

We act with integrity

We are firmly committed

ESSENTIAL DUTIES

include but are not limited to:

1. Plan, coordinate, and execute all RMHC Richmond signature fundraising and stewardship events, including logistics, timelines, budgets, and vendor management.
2. Plan, coordinate, and execute all RMHC Richmond internal events like Alumni Family Event, Hospital Program Anniversaries, Referral Partner Appreciation Events, Volunteer Appreciation Event, and Volunteer Open Houses/Bring a Friend Events.
3. Ensure events align with organizational goals, brand standards, donor, volunteer, and medical partner engagement strategies.
4. Conduct pre-event planning meetings and post-event evaluations to measure success and identify areas for improvement.
5. Work closely with the Senior Director of Corporate Relations to ensure sponsorship support and meet annual net revenue targets.
6. Manage raffle items and auction packages solicitations in collaboration with the Development Team.
7. Collaborate with the Development Data Manager to maintain database information for event sponsors and attendees.
8. Recruit and partner with Gala volunteers to help support event needs.
9. Recruit and partner with the Red Shoe Crew, a young professional volunteer group.
10. Work in collaboration with the Director of Marketing to develop event collateral and media opportunities around fundraising special events.
11. Conduct post-event analysis with event committee and RMHC staff, identify and execute any follow-up action steps, including account receivables.
12. Collaborate with the Finance Team to ensure aligned reporting.
13. Represent RMHC Richmond at community events and networking opportunities to build visibility and partnerships.
14. Prepare regular reports on event outcomes and revenue metrics for Leadership and Board review.

Job Description



KNOWLEDGE, SKILLS & ABILITIES

- Flexible, patient, and capable of coordinating multiple tasks simultaneously.
- Demonstrate initiative, problem solving ability, and diplomacy.
- Exceptional interpersonal and communication skills, both verbal and written, with a strong ability to listen actively, connect with others, and foster lasting trust and collaborative relationships with donors and colleagues alike.
- Self-motivated, with a strong commitment to ongoing professional and technical development, applying new knowledge in practice and sharing insights to support team growth.
- Proactive and effective in problem-solving, consistently prioritizing donors' needs and preferences in every aspect of the role.
- Ability to exercise good judgement and hold oneself and others to a high standard of ethics.
- Authentically leans into Inclusivity and Diversity values.

MINIMUM QUALIFICATIONS

- Bachelor's degree or educational equivalent.
- 2 years' experience in nonprofit development or fundraising operations.
- 2 years of nonprofit experience; and/or;
- Any appropriate and effective combination of any of the above.
- Access to reliable transportation.
- Computer skills, with working knowledge of the primary Microsoft Office programs.
- Ability to successfully pass a background check and other pre-employment screening.

ADDITIONAL DESIRED QUALIFICATIONS

- Prior experience with public speaking preferred

PHYSICAL REQUIREMENTS

includes but are not limited to:

- Able to talk and hear, both in person and by phone.
- Able to use hands and fingers in a manner that allows for use of a keyboard and phone.
- Vision abilities required by this job include close vision.
- Able to lift & carry items up to 10 lbs.
- Able to work on a computer for extended periods of time.

EMPLOYEE ACKNOWLEDGMENT

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Signed

Date