



POSITION DESCRIPTION: MANAGER OF SPECIAL PROJECTS

World Affairs Council is seeking a passionate, talented, global candidate to take on a full-time position as the Manager of Special Projects. This is an extraordinary opportunity for an individual with an interest in international affairs, event planning, and development.

The ideal candidate will have a passion for international knowledge and interest in generating new revenue sources, delivering innovative community events, a desire to be in a leadership role, and the capacity to work closely with a diverse group of community members to promote international understanding, education, engagement, and cooperation.

The Council will begin evaluating resumes now. Candidates are urged to submit a cover letter & resumes or CVs to apply@cincyworldaffairs.org. Please do not call the office.

Start date: August 2019

Compensation: Based on experience

Work hours: 8:30-4:30 pm, some evenings & weekends

Report to: Executive Director

Location: Northern Kentucky University Nunn Hall 309 Highland Heights, KY 41099

Classification: Full Time Exempt

KEY RESPONSIBILITIES

DEVELOPMENT – 60%

- Lead donor cultivation and stewardship for individual membership campaigns and renewals
- Author or create proposals, presentations, grants, budgets, meeting agendas, talking points, notes to increase revenue
- Oversees donor acknowledgement process and thank you letters
- Manages and maintains the donor database – creating new records, recording gifts, organizing queries, and generating reports
- Manage, research, and write grant proposals
- Support annual fundraiser by coordinating with venue, gathering auction items, planning schedule, registration, printing, etc.
- Deliver prompt, organized, professional, and accurate fundraising support to Executive Director
- Build relationships with individual donors, community organizations, and businesses to increase membership and sponsorship



EVENTS – 30%

- Plan and execute overall facilities and logistics for annual speaker series and other special fundraising/friend-raising events, including but not limited to: registration, on-site administration, tracking expenses, arranging catering, pick up and drop off incoming guests from airport, pre- & post event follow up with attendees, etc.
- Create and plan YP, member only, volunteer thank you and other special, innovative events
- Contact vendors for quotes and keep information on various pricing assets
- Promote events to increase attendance by local community members, organizations, and businesses with social platforms
- Arrange, run, and expand 2 annual education events on world affairs

ADMINISTRATIVE – 10%

- Coordinate meetings, agenda, and activities with specific board committees
- Develop budgets for all related activities
- Promote and create content for event and other fundraising activities in coordination with Manager of Communications and Programs
- Provide monthly activity reports to Executive Director
- Manage one intern to assist in duties
- Support team with text, graphics, stories, photos, and other compelling content for organizational communications
- Successfully coordinate activities with small team and demonstrate positive team collaboration
- Participate in external and organizational events, interact with distinguished speakers, and provide eager assistance to teammates when needed
- Head responsibility for taking raw ideas and shape them into comprehensive action plans to implement effectively for growing revenue in new ways
- Manage process enhancements and varied special projects to execute solutions to attain key performance improvement or reduce risk
- Work with colleagues across functional areas, and carry out other duties as required by the Executive Director



Job Specifications

Minimum of a B.S., B.A., or equivalent

One-three years related work experience in development and event planning

Experience and proficiency with donor databases and stewardship implementation

Excellent customer service/donor relations background and demonstrated organizational and communications skills

Passion for world affairs, cultural understanding, education, and global competence

Commitment to equity and inclusion

Self-motivated, endless initiative, and driven to achieve goals

Excellent verbal and written communication skills.

Proven track record of working collaboratively in a team environment

Other important competencies for success in the role:

- *Adaptability* – adapts to changes in the work environment, manages and prioritizes various projects and tasks simultaneously
- *Dependability* – consistently to work on time, follows instructions, ensures completion of projects and tasks, and responds to management direction.
- *Positive* – eagerly accepts tasks with a “can-do” attitude and a constant desire to learn new things.
- *Follow-Up* – proactively follows-up on all deliverables and requests in a timely manner. Effectively manages details and is highly responsive.
- *Communication* – edits work for spelling and grammar, presents data effectively and can interpret written information.
- *Discretion* – possesses good judgment and can maintain confidentiality.
- *Cultural Acumen* – ability to interact with US & foreign diplomats, board members, and other distinguished guests as well as values multi-cultural experiences, appreciates cultural differences, and demonstrates a worldview of inclusion.