



Director of Special Events

Imagine joining a group of individuals – each with their own unique skills and passions, but united by a common purpose. Imagine yourself at Girl Scouts!

Our Mission. Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Girl Scouts of California's Central Coast (GSCCC) is chartered by Girl Scouts of the USA to provide Girl Scouting in the counties of Santa Cruz, Monterey, San Benito, San Luis Obispo, Santa Barbara, and Ventura Counties.

Girl Scouts of California's Central Coast is seeking career professionals committed to making a difference. Working with Girl Scouts – an organization with a solid history and a growing future – means working to your fullest potential in a dynamic and diverse environment.

Title:	Special Events Director
FLSA Status:	Exempt
Department:	Special Events
Reports to:	Chief Executive Officer

Position Summary:

The Director of Special Events is a two-part position responsible for advancing Girl Scouts of California's Central Coast mission through a full range of fundraising activities (signature events) along with handling all aspects of managing our special events at Camp Arnaz (weddings, birthdays, corporate retreats, memorial services, CEO weekends for Girl Scouts). The core function of the position is developing and implementing a strategy to create, promote, and produce events while securing revenue for Camp Arnaz and the organization and making positive contributions to the Girl Scout community through event outreach. This dynamic role will produce executive communications, content, events, meetings, and speaking opportunities while cultivating

corporate sponsorships, individual donors, community partnerships, individual donors, and volunteer recruitment to meet an overall fundraising goal.

Essential Job Functions and Responsibilities:

- Develop a deep understanding of our Girl Scout brand, council programs, and Camp Arnaz needs.
- Help in creating new fundraising opportunities and quarterly special events.
- Manage all special event reservations, certificates of insurance, payments and required forms.
- Opportunity to help elevate Camp Arnaz special event offerings with annual review of terms and conditions as well as managing venue renovations.
- Share Camp Arnaz special event opportunities to secure revenue
- On-site special event point of contact
- Prepare PowerPoint presentations and agendas for events and meetings with stakeholders that represent the brand and capture our business objectives.
- Stay immersed in relevant industry news and trends to guide leadership and customer/partner collaboration.
- Represent the brand through public speaking, exhibiting at events, attending events on behalf of the CEO and organization, or providing Camp Arnaz tours.
- Building relationships with members and stakeholders and responding to and supporting Camp Arnaz inquires.
- Arrange CEO speaking appointments and camp tours to elevate the movement.
- Seek out GSCCC staff and membership speaking opportunities to make presentations to local community groups.
- Create, cultivate, and maintain relationships with external partnerships, other organizations, etc.
- Collaborate with Marketing & Communications department when curating content through member experiences and events for placement and posting
- Directly responsible for the established fiscal year development net revenue goal generated by managing and growing existing corporate and individual donor accounts as well as actively identifying and securing new business.
- Prospect and secure local corporate sponsorships, program partnerships, individual donations, and auction items.
- Develop profiles on the top businesses within the market area with a documented plan to secure their involvement.
- Recruit and manage executive volunteer leadership, volunteer committees, and day of the event volunteers.
- Comply with all grant reporting as required by organization/corporate donors.
- Execute the event logistics based on Girl Scout best practices.
- Performs other duties as necessary or assigned.

Job Qualifications:

- Three to five years of experience in non-profit event and donor management experience.
- Minimum of two years' experience with fundraising
- Attention to detail and strong editing skills.
- Demonstrated organizational and time management skills, strong analytical and problem-solving abilities - excellent judgment, professionalism, diplomacy and discretion.
- Proven technical skills maintaining databases and an advance-level of MS Office Suite.
- Proven capabilities in managing complex and highly confidential information for an organization.
- Proven advance-level skills and experience in preparing minutes, reports, documents, and presentations for a governing board and various organizations' committees or workgroups.
- Proven strong interpersonal skills and demonstrated strong oral and written communication skills.

To perform the job successfully, an individual should demonstrate the following competencies:

- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service. Responds to requests for service and assistance.
- Team Work - Gives and welcomes feedback; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.
- Leadership - Inspires and motivates others to perform well; Inspires respect and trust; Provides vision and inspiration to peers and subordinates; Displays passion and optimism; Mobilizes others to fulfill the vision.
- Strategic Thinking - Develops strategies to achieve organizational goals; Analyzes market and competition; Adapts strategy to changing conditions.
- Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Develops realistic action plans.

Skills and Abilities:

- Ability to regularly work more than 40 hours a week; ability to work a flexible schedule, including evenings and weekends. Some overnight travel is required.
- Knowledgeable in supporting a youth-serving organization that focuses on youth girl enrichment.
- Adaptability to subscribe to the philosophy of the Girl Scout program and maintain membership with the Girl Scouts USA.
- Ability to be a motivator, a resourceful self-starter, and detail-oriented.
- Ability to sit and work on a computer display for extended periods.
- Ability to have daily access to reliable personal transportation for work.
- Ability to travel in a car as a driver or a passenger for an extended period.
- Ability to lift, push and/or pull up to 25 pounds.
- Ability to stand, bend, walk or squat for an extended period.
- Must successfully complete a criminal history background check.
- Maintain throughout employment a valid CA driver's license and insured vehicle in good working order. Must provide a DMV printout and proof of insurance.

GSCCC Cultural Competencies:

Girl Scouts of California's Central Coast is committed to a culture that fosters a workplace that is open and inviting to our staff and members. We at Girl Scouts of California's Central Coast live by the following Guiding Principles. Specific skills and competencies related to each of our Guiding Principles is in a separate "Cultural Competencies" document. We expect all team members of our staff to embody and develop these competencies.

- **Communicate with compassion:** be open, honest, respectful, clear, direct, and timely.
- **Innovate through change:** be proactive, agile, and responsive.
- **Work with purpose:** be intentional and visionary.
- **Embrace our community:** be supportive, empathetic, collaborative, and appreciative.
- **Be accountable:** own it.
- **Make each day FUNomenal:** we can do it!

Location:

- Ventura

To Apply:

If your work experience matches the qualifications for this position, please send your resume and your cover letter by emailing **careers@girlscoutscsc.org** along with a description of why you feel you are the best fit for this position. The subject line of the email should read **[Title of the position] – [your name]**.

The statements herein are intended to describe the general nature and level of work performed by employees but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

GSCCC is an Equal Opportunity Employer committed to diversity.