



## **Signature Events Specialist**

### **The Opportunity:**

As a Signature Events Specialist in Southeast Michigan, you'll play an integral part in fulfilling the mission of Special Olympics Michigan (SOMI).

You will work with an amazingly talented and dedicated group of colleagues and community members supporting fundraising efforts and engagement, helping our SOMI team create a more inclusive world. You will have a chance to inspire others to become involved and you will directly impact not only southeast Michigan, but communities throughout our state.

### **What You'll Do:**

- Build/leverage key donor relationships through signature event participation and underwriting.
- Solicit & manage auction item donations for regional fundraising events.
- Accountable for reaching revenue goals of fundraising events and campaigns.
- Orchestrate the Special Olympics presence at third-party events, including corporate internal fundraisers, golf outings, community festivals, ect.
- Coordinate social media, public relations, volunteer management, media/signage, vendors, and logistics for Special Olympics fundraising and donor/corporate engagement events in the Southeast Michigan region.
- Support Special Olympics statewide tournaments and sport training events by handling venue and event logistics for VIP Receptions and VIP activations, as needed. Provide on-site relationship management for corporate volunteer groups.
- Execute sponsorship agreements by delivering contracted benefits, including branding, activation opportunities, and event integration, ensuring sponsor objectives are met.
- Preparation of community & corporate partnership proposal materials, including planning of Special Olympics presence at corporate and community events, assembling of partnership proposals, and assisting in stewardship of current corporate partners.
- Maintain positive relationships in the professional events community in Detroit, and with all venue partners and key stakeholders.
- Management of key corporate & community relationships, including stewarding constituents, soliciting funding / support, and encouraging growth of partnerships.

**What You'll Bring:**

- 2+ years of experience minimum in related field
- Bachelor's Degree preferred in Event Management, Recreation & Sport Management, Marketing, Public Relations, Non-Profit Management.
- Excellent written & verbal communication skills, with experience in delivering presentations.
- Ability to confidently make an "ask" to potential sponsors, donors, and supporters.
- Willingness to develop relationships with a diverse range of supporters, including grassroots volunteers, corporate executives, community leaders, and education/health professionals.
- Related marketing and events experience, including proficiency in various social media platforms and event planning background.
- Ability to maintain strong project management / deadlines, while handling multiple priorities.
- Strong planning, organizational, and task management skills.
- An enthusiastic leader with a passion for learning
- Strong commitment to positively impacting the lives of children and adults living with intellectual disabilities.
- Ability to work in a small, dedicated team of development and events professionals, alongside the ability to independently manage and complete assigned projects
- Prior experience with Special Olympics Michigan is valued

**Location:**

This position is located in Waterford Michigan, with the ability of daily travel within Metro Detroit

If you are interested in this opportunity, please send cover letter and resume to [somi@somi.org](mailto:somi@somi.org)

**NON-DISCRIMINATION POLICY**

Special Olympics Michigan is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.

We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.