



# SPECIAL EVENTS MANAGER - FUNDRAISING





# JOIN THE TEAM!

Action Against Hunger is building a world where no one dies from hunger. Life-threatening hunger is predictable, preventable and treatable, so a world without it is possible.

We tackle it where it hits and lead research to stop it. We work relentlessly to save lives and to create a world free from hunger.

We stop life-threatening hunger in its tracks. By training parents and healthcare workers to spot the signs, we get life-saving care to people who need it. Our research drives forward understanding of how to predict, prevent and treat life-threatening hunger. With unbeatable knowledge and unstoppable determination, we're taking action against hunger

## WE HAVE THREE ORGANISATIONAL VALUES:

1. We work in partnership
2. We are trusted experts
3. We are unstoppable changemakers

If you want to be part of this mission and if you share our values, come and join us.

We welcome applications from all sections of the community and we encourage as broad a range of candidates as possible. If you need any additional support to help you through this process, please let us know by sending an email to [jobs@actionagainsthunger.org.uk](mailto:jobs@actionagainsthunger.org.uk)

## CHECK OUT OUR SOCIAL CHANNELS:



AAH\_UK



Action Against Hunger UK



actionagainsthungeruk



Action Against Hunger UK



[actionagainsthunger.org.uk](http://actionagainsthunger.org.uk)



## ROLE DETAILS

Job title:	Special Events Manager – Fundraising
Grade:	PO1
Department:	Fundraising & Communications
Reports to:	Head of Special Events
Job location:	London HQ (North Greenwich). Core office day Tuesday with another agreed by team. Work from home 3 days.
Duration:	Permanent
Hours:	37.5 per week
Salary band:	£39,771 - £42,531 per annum Start Date- Mid October

## JOB PURPOSE

Our Fundraising & Communications department has grown to a talented and passionate team of 35 people. We're proud of our commitment to building the highest quality of relationships with our supporters and to growing our portfolio of established and developing fundraising activities.

As the Special Events Manager you'll be part of a close-knit special events team, who plan and deliver a portfolio of exciting and unique fundraising and cultivation events.

Under the guidance of the Head of Special Events you will support on the innovative development of the Special Events portfolio, incorporating fresh and exciting fundraising moments to the calendar, positioning each event as a must-attend opportunity for guests.

With two flagship events currently in our portfolio – The Fine Wine and Art Dinner and Too Many Critics – the postholder will lead on event delivery for both major events. From working with internal and external stakeholders, securing exclusive auction prizes, developing compelling event communications, and handling all logistics, the role requires meticulous attention to detail and an excellent understanding of the supporter experience.

With our unique relationship with the food and hospitality industry, the postholder will seek access to the most exclusive chefs and venues to create truly money-can't-buy experiences for our high value supporters and create moments to engage potential new supporters for the charity.

# KEY DUTIES AND RESPONSIBILITIES

## Strategy & Calendar design:

- Support the Head of Special Events in the strategic development of the special events portfolio, maximising opportunities in our networks, focusing on innovation and ensuring new ideas and plans are centred around audience insight and fundraising trends.
- You'll work strategically with other fundraising teams to develop and implement a bespoke supporter journey for all key event stakeholders, including guests, chefs, corporate contacts and event hosts.
- Develop sector networks to forge beneficial relationships, keeping fully abreast of relevant trends and developments.

## Event Planning:

- Lead on the planning and logistics of The Fine Wine & Art Dinner and Too Many Critics – with a budget responsibility of over £500K income and £50k expenditure annually
- You'll work with Communications to design the messaging and assets that will engage and inspire our supporters.
- You'll source and manage key third-party suppliers critical to event success, including venues, catering, auctioneers, tech/logistics etc.
- You'll secure live and silent auction prizes through our committees and new approaches
- You'll manage activities to budget and KPI targets as well as produce event review reports to identify learning and provide insight for future decision making.

## Managing relationships:

- You'll work in partnership with our Ambassador Relations Manager to connect valuable donors and chefs close to the charity, and to create bespoke experiences.
- You'll manage relationships with our gifts-in-kind supporters to make sure we keep securing event venues, sponsorship, prizes and other services at little or no cost to maximise our fundraising.
- You'll research new gift-in-kind needs and secure these products or services.
- In collaboration with your Fundraising counterpart you'll generate and lead on the delivery of significant beneficiary event opportunities.
- You'll support the development and stewardship of the Fine Wine and Too Many Critics organising committees.

The above list of key duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post, inclusive of admin support on their own and other team members' events where needed.

# PERSON SPECIFICATION

## EXPERIENCE REQUIRED

### ESSENTIAL

- 3+ event management experience
- Experience of writing engaging content, for example, scripts, event briefs, invitation and emails
- Providing excellent stewardship and maintaining productive relationships with key event stakeholders, including event committees, attendees, hosts, chefs etc.
- Creating solutions or responses to problems related to event coordination
- Experience of supporter, customer and/or supplier relationship management
- Experience of multi-tasking and prioritising activities
- Experience of working under pressure and to tight deadlines
- Experience of working in a team
- Demonstrable personal and professional commitment to uphold the principles and practices in relation to equality, diversity and inclusion.

### DESIRABLE

- Demonstrable interest and/or experience in international development
- Strategic development and implementation of new event concepts
- Producing fundraising events with large Income & Expenditure targets
- Communicating and working with high profile individuals
- Working with a database to manage an event, preferably Raiser's Edge

# THE BENEFITS

You're likely to be joining us because you're as passionate about the cause as we are. But since you're here, here are some more great reasons to work with us:

- We're all about work-life balance and are flexible so you can manage work around your needs
- We'll enrol you in our pension scheme, contribute 6% to it every month and give you free Group Life Cover, if you put in at least 4%
- Interest-free season ticket and personal loans (subject to eligibility)
- Payroll giving scheme
- Ride-to-work scheme
- Private medical insurance
- Free health cashback scheme, including dentist and optician appointments
- Discounted gym and health club membership
- Online shopping discount scheme
- Annual staff recognition awards with gift voucher prizes
- Employee advice line – free confidential access to financial and legal advisors
- Telephone and online counselling sessions
- Organisational sick pay – starting at four weeks full pay plus two weeks half pay, increasing with service
- 25 days holiday plus eight bank holidays, increasing with service after two years. You can also buy up to five extra days of annual leave each year
- Enhanced maternity and paternity pay
- Up to five days paid carers' leave
- Up to 24 hours paid leave per year for employer-supported volunteering
- We operate an incremental pay structure. It's our policy to offer successful candidates the bottom of the advertised range. But if a candidate can demonstrate their current or most recent salary is higher, we'll increase our offer within the advertised range.



**“MUNIRA WAS VERY SICK. BUT NOW, I AM SO HAPPY, SHE RUNS AROUND AND PLAYS.**

**“ACTION AGAINST HUNGER HAS HELPED US A LOT.”**

- Medina, Somalia

