



**POSITION:** Events Director

**STRUCTURE:** Fulltime, salaried, exempt; some evenings & weekends required

**LOCATION:** Richmond, VA. Time in the office is expected, as well as meetings and events taking place across the Greater Richmond area.

**BACKGROUND:**

The Autism Society of Central Virginia (ASCV) is a nonprofit organization based in Richmond, VA, dedicated to supporting, empowering, and building connections to improve the lives of individuals and families in our local autism community. We offer a wide range of impactful programs, including social and recreational activities, support groups, educational workshops, advocacy initiatives, and scholarships. With a large and loyal membership base of individuals with autism, family members, and professionals, ASCV has become a trusted resource in the region.

Our organization is experiencing remarkable growth, with annual revenue increasing from \$600,000 in 2021 to a projected \$1.4 million in 2024. This is an exciting time to join our team, as the Events Director will play a pivotal role in building on this momentum, helping to expand our programming, deepen our reach, and enhance our impact on the local autism community.

**POSITION OVERVIEW:**

The ASCV seeks an enthusiastic, self-motivated fundraising and events professional to join our team as the Events Director. Reporting to the Executive Director, this critical role combines strategic leadership, creative vision, and hands-on coordination to plan and execute the organization's signature fundraising events. The Events Director will also manage the Events Manager, providing supervision and support to ensure successful event execution, generating over \$900,000 in revenue in 2025. This position is responsible for delivering well-organized and engaging events that reflect ASCV's mission, strengthen community connections, and support the organization's growth. The Events Director will oversee event logistics, manage volunteer committees, build relationships with participants and donors, and collaborate closely with internal development and marketing teams.

**KEY RESPONSIBILITIES:**

**Event Strategy & Execution**

- Design and implement a comprehensive event strategy that reflects ASCV's mission and aligns with organizational goals.
- Oversee the planning and execution of annual fundraising events, including the 5K & Family Fun Day, Gala, Golf Outing, and Duck Race & Festival of Inclusion.

- Develop and manage event budgets, including tracking expenses, reconciling with bookkeepers, and ensuring financial accountability and resource allocation.
- Manage all event logistics, including timelines, venue coordination, vendor management, entertainment, auction operations, and participant registration and communications, with support from the Events Manager and Development Operations Coordinator.
- Analyze event performance and participant feedback to refine strategies and enhance ASCV's overall event approach.

### **Donor & Participant Engagement**

- Lead participant recruitment, engagement, and retention efforts for all events, while introducing creative approaches to engagement and fundraising.
- Build and strengthen relationships with donors, sponsors, and participants in coordination with fellow development team members through stewardship and connecting them to deeper involvement opportunities with ASCV.
- Cultivate and support family and corporate peer-to-peer fundraising, providing tools, strategies, and guidance to help them succeed, while introducing creative approaches to engagement and fundraising.
- Serve as the primary point of contact for third-party fundraising events and community campaigns, offering guidance and year-round stewardship.

### **Event Marketing & Communications**

- Partner with the Creative Marketing Manager to develop and execute event promotion strategies that align with ASCV's mission and goals.
- Oversee the creation of promotional materials, including invitations, event websites, social media campaigns, press releases, and event-day assets.
- Ensure events amplify ASCV's brand, attract the intended audience, and drive engagement.

### **Volunteer & Committee Management**

- Recruit, engage, and manage volunteer planning committees for events, including the 5K, Gala, and Golf Outing.
- Partner with the Program Director to recruit and manage the Junior Board, guiding their efforts in fundraising support and event volunteering.
- Facilitate event committee and Junior Board meetings, track action items, and ensure accountability for successful event execution.

### **QUALIFICATIONS & SKILLS:**

- Bachelor's degree in event management, nonprofit management, marketing, or a related field preferred (or equivalent experience).
- 3+ years of experience in event planning, nonprofit fundraising, or a similar role requiring strong project coordination and stakeholder engagement.
- Proven ability to plan and execute large-scale events with multiple moving parts and competing priorities.

- Strong interpersonal skills with a talent for building relationships with donors, sponsors, participants, and volunteers.
- Exceptional organizational skills and attention to detail, with the ability to manage multiple projects and deadlines effectively.
- Excellent communication and collaboration skills, with a team-oriented mindset.
- Experience with donor databases, event registration platforms, and marketing tools is not required, but an aptitude for learning and comfort with technology are essential.
- Flexibility to work evenings and weekends as needed for event preparation and execution.
- Ability to travel locally to event sites, meetings, and community activities.

**ADDITIONAL DETAILS:**

**Compensation:** \$65,000-\$70,000

ASCV offers a competitive salary, health insurance benefits, simple IRA with match; holidays, vacation, and sick leave; monthly phone stipend; a pleasant, energetic work environment; and an engaging, purposeful workplace culture. All offers of employment at the ASCV are contingent upon a reference check and a clear background check.

ASCV is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

**HOW TO APPLY:**

To apply, please submit a cover letter and resume to [Director@ascv.org](mailto:Director@ascv.org). Applications will be reviewed on a rolling basis until the position is filled. Applications accepted on a rolling basis until the position is filled, with a **priority deadline of Friday, January 17, 2025**.