

**Position Title:** Events and Fundraising Specialist

**Position Description:** The Events and Fundraising Specialist reports to AuSM's Events Program Manager, and works on the development and execution of events and cultivating relationships with sponsors, while building and raising awareness of AuSM in the Minnesota autism community. This position is part of AuSM's events and fundraising team, and works closely with AuSM's marketing and communications team, and other internal programs, as well as with outside partners and donors/sponsors.

**Specific Duties will include:**

- Participating in sponsorship strategy development, using networking and sales skills to acquire sponsors.
- Communicating with and meeting with local businesses to procure sponsorships and donations for special events.
- Overseeing and participating in the execution of events and AuSM fundraisers including Steps of Hope, Minnesota Autism Conference, Gala event, Golf Classic, and others throughout the year.
- Assisting with the development and maintenance of relationships with community partners, execute tactics, and coordinate promotional opportunities.
- Reaching out to local venues to develop and maintain professional relationships with the appropriate contacts.

**Required Skills**

- Bachelor's degree & 2+ years experience in a fundraising, events or communication position.
- Experience soliciting businesses for in-kind donations and sponsorships.
- Ability to cold call and negotiate with businesses and organizations.
- Tracking and reporting of sponsorship and event results.
- Comfort with soliciting businesses or organizations, often where relationships have not yet been established.
- Ability to multitask in a changing work environment, while managing competing demands and unexpected events. Willingness to change approach to best fit the situation.
- Support the Events and Fundraising team in the planning, development, and execution of events for AuSM.
- Excellent verbal and written communication skills.
- Ability to work independently to meet deadlines.
- Strong organizational and time management skills.
- Proficiency with Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint.

## Autism Society of Minnesota: Events & Fundraising Specialist Recruitment

### **Preferred Skills**

- Experience working in the nonprofit sector

### **Position Hours**

Flexible in-office hours.

Position hours 35 hours a week, salaried, non-exempt with benefits.

\$17-\$18/hours

To apply, send current cover letter, resume and salary requirements to AuSM Events Project Manager Kelly Ulrick, at [kulrick@ausm.org](mailto:kulrick@ausm.org). Individuals who best fit the position qualifications will be contacted to schedule an interview. Please no calls or in-person visits.

**About the Autism Society of Minnesota (AuSM):** Established in 1971, AuSM is a 501(c)(3) nonprofit organization committed to education, advocacy and support designed to enhance the lives of those affected by autism from birth through retirement. To learn more, visit [www.ausm.org](http://www.ausm.org).