



## **Position Description**

### **Corporate Sponsorship and Special Events Director**

Position Title: Corp. Spon. Special Events Director

Classification: Exempt

Reports to: Chief Development Officer

Location: Marriott Scout Service Center

Department: Development

Position Type: Full-Time

### **Position Summary**

The Special Events Director is responsible for developing and executing strategic initiatives that strengthen corporate sponsorships in support of NCAC's signature fundraising events program. This role leads the planning, execution, and growth of high-impact fundraising and engagement events, while cultivating relationships with corporate sponsors to drive revenue and visibility.

### **Primary Responsibilities**

#### **Corporate Sponsorships**

- Identify, cultivate, and steward relationships with corporations to secure event sponsorships and strategic support.
- Develop customized sponsorship packages aligned with partner goals and Scouting America's mission.
- Maintain a portfolio of corporate donors and prospects, ensuring consistent engagement and renewal in special events.
- Collaborate with internal teams to align corporate engagement with broader organizational priorities.

#### **Event Strategy & Execution**

- Lead the planning and execution of Council signature fundraising and recognition events, including galas, luncheons, and community engagement initiatives.
- Oversee event logistics, budgeting, vendor management, and post-event evaluation.
- Ensure events meet revenue targets, enhance brand visibility, and deliver exceptional experiences for attendees and sponsors.



### **Cross-Functional Collaboration**

- Work closely with marketing, field, and program teams to ensure cohesive messaging and branding across events and corporate outreach.
- Support volunteer leadership and event committees with training, resources, and strategic guidance.
- Contribute to organizational planning and development efforts through cross-departmental collaboration.

### **Professional Development & Leadership**

- Serve as a thought leader in corporate engagement and event strategy, staying current on industry trends and best practices.
- On an as needed basis, provide expertise and approved support to other departments for event and sponsorship related activities

### **Qualifications**

- At least 5+ years of proven experience in corporate fundraising, sponsorship development. (required)
- Extensive experience in high end fundraising event management, such as Galas, and events capable of raising \$200,000+. (preferred)
- Strong relationship-building and communication skills.
- Ability to manage multiple projects and meet deadlines with attention to detail.
- Experience mentoring staff and leading cross-functional teams.
- Commitment to the mission and values of Scouting America.

### **Working Conditions**

This position operates in a professional office setting and uses standard office equipment including computers, phones, and other standard office equipment. Work hours are 8:30am to 5:00pm Monday through Friday. Occasional evening and weekend work may be required, along with limited travel.

Must be able to walk, sit, stand, use hands for handling objects, reach with arms, climb stairs, balance, stoop, kneel, crouch, crawl, and communicate effectively. As required lift or move up to 35 pounds. Visual requirements include close, distance, color, peripheral vision, depth perception, and the ability to adjust focus.



### **Other Duties**

This job description may be updated or modified at any time. Additional duties and responsibilities may change at any time with or without notice.