



PREVENT BLINDNESS OHIO SEEKS SPECIAL EVENTS AND CORPORATE GIVING MANAGER

Position Available: Immediately

Location: Columbus, Ohio

Qualifications: A bachelor's degree in business, communications or related field or an equivalent combination of educational experience. A minimum of three years nonprofit experience in fund raising, special events, and corporate giving with a verifiable track record of results.

Description: The Special Events and Corporate Giving Manager works in partnership with the PBO Management Team and PBO's Regional Chapter Directors to implement special events (five People of Vision Celebration Luncheons and two golf events per year) and corporate giving (development of corporate sponsors and program donors, fund raising for special events, and volunteer development from the corporate community) necessary to increase financial resources to fund the sight saving programs at Prevent Blindness Ohio.

Reports to: Director of Development

Responsibilities

1. Plan and implement the Columbus People of Vision Celebration and the Swing Fore Sight Golf Tournament following special event best practices guidelines established by PBO. Duties include but are not limited to:
 - a. Assist the CEO in recruiting the People of Vision Celebration Keynote Speaker
 - b. Planning the date of event, location of event, and all logistics necessary for the POV event to successfully take place in February/March of each year and the Swing Fore Sight Golf Tournaments to take place during the summer months of each year
 - c. Provide staff leadership of the People of Vision Celebration Host Committee and Swing Fore Sight Golf Committee for Columbus events
 - d. Assist PBO leadership in recruiting sponsorship for the two Columbus events
 - e. Create all materials needed for successful completion of the special events
 - f. Properly thanking all event sponsors and volunteers within three weeks of event date
2. Provide assistance to Chapter Directors in implementing the People of Vision Celebrations and Swing Fore Sight Golf Events that take place in Cincinnati, Dayton, Toledo and Cleveland
3. Following up with event sponsors, encouraging them to continue our relationship with them by hosting a community services related event at their offices, appointing a volunteer to serve on a PBO committee, or joining us as a partner in a community service event held for the public
4. Working in partnership with PBO Leadership Team, conduct ongoing development of corporate donors. Duties includes but are not limited to:
 - a. Meeting annually with all corporate donors
 - b. Providing regular program updates to corporate donors through annual reports and quarterly newsletters
 - c. Creating social media posts recognizing corporate donors/sponsors
 - d. Researching potential corporate sponsors
 - e. Complete grant and special event solicitations for corporate donors
 - f. Send thank you letters to corporate donors and special event sponsors

Compensation and Benefits:

- ◆ Salary Range: \$50,000-\$53,000, based on experience
 - ◆ Incentive/Cash Bonus Program
 - ◆ Health, dental and vision benefits
 - ◆ 403(b) defined retirement program with 140% company match on 2nd anniversary
 - ◆ Accrue 15 Vacation days and 2 Personal days each year
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Send resume and cover letter to:

**TRACY NELSON/PREVENT BLINDNESS OHIO /585 South Front Street, Suite 220, Columbus, Ohio 43215;
614-464-2020 Fax: 614-481-9670 email: tracyn@pbohio.org**

About Prevent Blindness: *Founded in 1908, Prevent Blindness is the nation's leading volunteer eye health and safety organization dedicated to fighting blindness and saving sight. The Ohio Affiliate of Prevent Blindness is Ohio's leading volunteer nonprofit public health organization dedicated to preventing blindness and preserving sight. We serve all 88 Ohio counties, providing direct services to more than 1,000,000 Ohioans annually and educating millions of consumers about what they can do to protect and preserve their precious gift of sight. For more information or to make a contribution, call 800-301-2020. Or, visit us on the web at www.pbohio.org or facebook.com/pbohio.*

Prevent Blindness Ohio is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, genetic information, religion, age, disability or military status in employment or the provision of services.