



**Central MS Down Syndrome Society
Buddy Center
Special Events & Fundraising Director**

Title: Special Events and Fundraising Director, CMDSS & The Buddy Center
Supervisor: Executive Director
Status: Full-time, salaried position commensurate with education and experience
Hours: Full-time. Flexible. Will include some evenings and weekends.

Special Events and Fundraising Director is responsible for **planning and coordination of all fundraising events at CMDSS**. Responsibilities will include the following: This position develops sponsorships and community partnerships with businesses, individuals and organizations interested in supporting the CMDSS's programs and activities. Raise awareness and increase support from the local community for CMDSS & The Buddy Center, and its fundraisers the Buddy Walk, World Down Syndrome Day and other special events by working with the media, the general public and corporate and business organizations, to raise awareness of the charity's work, aims and goals and to increase constantly the amount and ways those individuals and groups can contribute. Coordinate volunteers for special events. Help develop long- and short-term fundraising goals. Support the mission of CMDSS.

About CMDSS/Buddy Center:

The Central MS Down Syndrome Society is a non-profit that provides support, education, enrichment and resources to people with Down syndrome and their families. The Buddy Center will be the new home of CMDSS programs and services. The facility will offer free educational and recreational programs to people with Down syndrome, their families and the community at large. A place where **people with Down syndrome have limitless opportunities and the ability to pursue their dreams**.

Primary Duties:

- Oversee the planning, implementation, and production of all fundraising events including community relationships, budgets, and event logistics.
- Plan and implement events according to the overall events calendar and goals for all internal and external events.
- Develop an annual giving, major gift, and corporate sponsorship fundraising program.
- Works on creating event sponsorships, securing and cultivating event sponsors, participation and/or donation from individuals, corporations, civic groups, etc.
- Provides staff support and leadership to event chairs and related committees formed to help secure sponsors and participants.
- Connect and collaborate with other organizations that serve CMDSS membership.
- Seek partnerships for in-kind donations to support programs such as the Buddy Birthday Program and Buddy Walk.
- Ensure that all appropriate donor recognition and acknowledgment occurs.
- Provide updates and reports on a regular basis to executive director.
- Recruit and oversee volunteers responsible for assisting with programs.

Qualifications:

- Bachelor's degree is preferred.
- Must have the ability to effectively and strategically communicate with individuals with Down syndrome and their families.
- Evidence of successful event, sponsorship, marketing, public relations, website and business development/relationship programs required.

Please submit resumes to jenny@cmdss.org