



JOB DESCRIPTION

Events Director / Fund-Raiser

Position Code: EDFR

SALARY RANGE – Contract

FLSA Status : Exempt



DESCRIPTION:

Under supervision, to provide leadership and direction in promoting the RSA's mission and developing future community and business partnerships. The Events Director / Fund-Raiser will take the lead on all large events put on by RSA when the focus is to either raise awareness, further the mission, and/or raise funds for RSA directed non-profits such as the Deputy Sheriff Relief Foundation Fund. Further, the Incumbent will assist in achievement of RSA organizational goals through membership communications that rely on attendance at unit/station/facility briefings and other formal and informal communications methods with RSA members as well as association leadership and management.

The Events Director / Fund-Raiser position works as a liaison between the RSA leadership and the RSA membership and public. Incumbents may perform a wide variety of representational and administrative staff work requiring specialized knowledge of the Association, general office procedures, and communications, including frequent and responsible public and member contact. Incumbents must work cooperatively with association attorneys, membership, and staff, and perform other duties as assigned.

The Event Director / Fund-Raiser is a position that works under the general supervision of the Executive Director or Office Administrator and works closely in communication with the elected President.

BASIC QUALIFICATIONS:

Incumbent must possess:

- A valid California Driver's License;
- Proof of car insurance;

Additionally, Incumbent must:

- Own a dependable vehicle;
- Be available to work each business day;
- Be willing and able to work flexible shift hours, including: weekends, nights, and Holidays;
- Be willing and able to travel extensively throughout Riverside County and beyond on a regular basis;
- Be proficient in the use of computers and computer programs, including but not limited to the Microsoft Officer Suite of programs.

- Lead, organize, and showcase one annual large-scale fund-raising golf tournament every year benefiting the Deputy Sheriff Relief Foundation.

TRAINING & EDUCATION REQUIREMENTS:

Possession of a Bachelor of Arts or Science in Communications, Business, Public Administration, Law Enforcement, Leadership, or other relevant subject from an accredited College or University, or the equivalent thereof is desirable. Preference will be given to candidates with demonstrated experience and familiarity with the internal and external operations of the RSA and Law Enforcement in general.

KNOWLEDGE, SKILLS, and ABILITIES:

Incumbents of the classification should possess knowledge, skills, and abilities to:

- Lead and motivate others within high-pressure environments;
- Exhibit exceptional interpersonal skills, including written and oral communication;
- Effectively solve problems with little or no guidance;
- Effectively manage their time to complete all assigned tasks;
- Effectively resolve professional conflicts while maintaining productive communication and effective relationships;
- Effectively use sound judgment in complex and emotional situations;
- Effectively and appropriately manage confidential information;
- Effectively and appropriately manage financial information;
- Work independently and in a team environment in both a lead and support role;
- Demonstrate excellent public speaking skills;
- Be flexible and adaptable for the good of the organization.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Collaborate and communicate daily with the RSA leadership and team in order to disseminate accurate news and information, and assist with issue resolution;
- Cultivate and assist in strengthening and developing RSA membership, large RSA events, and all fund-raising events.
- Provide written financial and status reports to the RSA Executive Director as requested;
- Attend regularly scheduled meetings of the Board of Directors when requested, and all other applicable Association related functions;
- Conduct regular visits to various business and public facilities to meet and interact with members, the business community, elected officials and police officials one-on-one, in small informal groups, and in large formal briefings;

- Promptly respond back to email, texts, and phone messages from RSA staff, leadership, the membership, the business community, and the public.
- Represent RSA at various meetings, private and public RSA events, and other private and public events as may be assigned;
- Perform other duties as may be assigned.

NOTE: *The Riverside Sheriffs' Association reserves the exclusive right to amend any portion of this job description at any time and without prior notice.*