

MILESTONES AUTISM RESOURCES

Special Events/Development Manager

Milestones Autism Resources is a non-profit organization dedicated to improving the lives of individuals on the autism spectrum by educating, coaching and connecting the autism community with evidence-based information. Milestones' core programs are: an annual conference, coaching, adult services and online resources at www.milestones.org.

We offer candidates the chance to make an immediate impact as part of an engaged, passionate team that presents an annual regional conference for 1,200, curates a website of over 1,000 resources, provides a free helpdesk, and offers consultation services and trainings.

Job description: Special Events/Development Manager will work within a team structure to support the success of Milestones fundraising events. Working with staff and volunteer leadership, the Special Events/Development Manager will handle planning, coordinating and implementing events designed to raise funds and promote community awareness of Milestones Autism Resources. This position requires availability for occasional evening or weekend meetings and events.

The major areas of responsibility are coordination of:

- Annual Benefit, Strike it Big
- Conference Volunteers
- Conference Exhibitors
- Other duties as specified

Qualifications

An applicant should be committed to the mission of Milestones Autism Organization and have demonstrated fundraising experience. Specific qualifications:

- Strong verbal and written communication skills
- Strong interpersonal skills
- Previous development experience (minimum of 5 years) soliciting donations, working with boards, staff, and volunteers
- Experience developing volunteer leaders and supervising volunteers
- Experience planning and implementing events
- Knowledge of Cleveland community
- Advanced computer skills (Microsoft Word, PowerPoint, and Excel)
- Experience in deadline-driven environments
- Handle multiple assignments simultaneously
- Detail oriented
- College or university graduate, master's degree a plus

Application Requirements

If you identify with our values and feel strongly that you could contribute to our team, we encourage you to submit your cover letter, resume, and 3 professional references through indeed.com.

We value a culture of collaboration and professional and personal growth for all team members.

Milestones provides a competitive salary, healthcare, paid time off that increases with tenure, and a generous company holiday schedule.

Working Conditions and/or Physical Requirements

- Physical requirements associated with office working environment
- Ability to operate standard office equipment
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards

Location for work: Warrensville Heights office

Position: Full-time, salary based on experience, exempt

Milestones is proud to be an Equal Opportunity Employer. Applicants are selected without regard to race, ethnicity, creed, color, religion, sex (including pregnancy), age, national origin or ancestry, disability, genetic information, veteran/military status, sexual orientation, gender identity, or other protected characteristic under federal, state or local law.

Milestones will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008.

This job summary is intended to be brief and does not list all the duties for this position. Nothing in this job description should be construed as an express or implied contract of employment. Milestones is an at-will employer, which means that either party is free to terminate the employment relationship at any time, without any advanced notice, for any reason or no reason.