



One Hundred Miles (OHM) is dedicated to protecting and preserving Georgia's 100-mile coast through advocacy, education, and citizen engagement. We make progress toward our mission because we are inclusive of all friends and residents of Georgia's coast. We emphasize collaboration with conventional and unconventional conservation allies and celebrate our coast and the stories of the people working to protect it. OHM is a trusted resource and conservation leader across our coast and throughout the country.

The Development Events Manager will generate revenue and develop audiences for One Hundred Miles (OHM) through special events. This position will create and manage a new fundraising event to be hosted in coastal Georgia. The Development Events Manager will also manage and coordinate OHM's Salt Marsh Table dinner series as well as cultivation and stewardship events in markets across coastal Georgia and the state. These events will connect current and prospective supporters with our work and promote OHM's membership, advocacy, and education opportunities.

Additionally, the Development Events Manager will develop partnerships and support from businesses across coastal Georgia. This includes securing sponsorships for OHM events and programs, developing retail partnerships, and securing in-kind support.

The Development Events Manager will serve on the Development team and work closely with the VP of Philanthropy and Development Coordinator.

Primary Responsibilities:

- Develop and manage all aspects of a new fundraising event that generates new funding and growth, supports OHM branding, and taps into new audiences.
- Coordinate Salt Marsh Table dinner series.
- Plan and organize monthly events that steward and cultivate relationships with various OHM audiences: major donors, members, and new donor prospects. These events (e.g., birding, kayaking, open houses, coffees, cocktail parties, dinners, etc.) will contribute to increasing overall annual support.
- Help create and organize a signature cultivation event for OHM's Spartina Society.
- Organize and manage all logistics for events, including project plans.
- Work directly with third-party contractors/vendors (venue, caterer, printer, etc.)
- Develop marketing and communications for events (invitations, social media, letters, email, website).
- Maintain a calendar of all event activities and deadlines.
- Recruit and manage volunteers to support events and to serve as event hosts or on committees.
- Create and manage revenue/expense budgets for special events.
- Conduct networking and outreach in support of special events.
- Generate timely and accurate reports, including regular donor reports that track trends and growth in connection with development goals.
- Respond to inquiries from the public about events, including assisting with media requests.

- Secure sponsorship for OHM’s signature events: Choosing to Lead Conference, Salt Marsh Table, and other events.
- Grow and coordinate business giving opportunities via in-kind support, % sales, members nights, and similar initiatives.
- Participate in Development meetings and strategy.
- Participate in OHM staff meetings and strategy.
- Additional duties as assigned.

Required Skills & Qualifications:

- Bachelor’s degree
- Three years of event, development, nonprofit, or related experience
- Knowledge of fundraising and special event processes
- Strong project management skills
- Experience with database systems (Salesforce considered a plus)
- Advanced computer skills, including proficiency in Word, Excel, Outlook, and PowerPoint
- Ability to organize and complete multiple tasks
- Ability to work independently with little supervision
- Ability to collaborate and be a team player
- Superior attention to detail
- Proven communication skills, both oral and written
- Customer service skills
- Ability to travel regularly (30% to 40% of the time)
- Knowledge of the Georgia coast and/or environmental sector

This full-time position is based along Georgia’s coast, with the flexibility to work out of OHM’s Brunswick or Savannah office. This position requires frequent travel for fundraising events and work-related activities. The ideal candidate must appreciate the uniqueness of Georgia’s coastal environment, communities, and cultures.

Interested candidates should email a resume and cover letter (one combined PDF file is preferred) describing their qualifications and interest in the position to HR@onehundredmiles.org. Please include “Development Events Manager” in the email subject line. OHM offers a competitive salary based on experience and a comprehensive benefits package.

Submissions must have a cover letter to be considered. Due to the volume of applicants, only those who best match the position’s needs will be contacted. One Hundred Miles is an equal-opportunity employer.