



TITLE: Special Events Manager
DEPARTMENT: Development
REPORTS TO: Senior Manager, Special Events

QUALIFICATIONS:

- Bachelor's Degree required
- Minimum 3 to 5 years of event management experience with a proven track record of executing high profile events in New York City
- Excellent written and verbal communication skills and superior attention to detail
- Proven track record of ability to multi-task, stay organized when facing multiple priorities with competing time and resources needs
- Excellent computer skills including Microsoft Office, Word, Excel and PowerPoint
- Raiser's Edge, Convio, Illustrator, Photoshop & graphic design experience a plus
- Ability to work with key stakeholders including Trustees, Event Committee members and staff to meet budget goals with a strong focus on ROI
- Extended hours and weekend work required as necessary

POSITION OVERVIEW:

Big Brothers Big Sisters of NYC is seeking an experienced fundraising professional to serve as the Manager of Special Events. This position is part of a team that manages 9 fundraising events at Big Brothers Big Sisters of New York City, which generate more than \$6MM in annual revenue. Reporting to the Senior Manager, Special Events, the Manager of Special Events serves as a key member of the development team. The ideal candidate will be creative and entrepreneurial, with the ability to execute high quality special events. S/he will have exemplary relationship building skills and be excited by the responsibility of playing a critical role in securing funding for Big Brothers Big Sisters of NYC's revenue goals.

KEY RESPONSIBILITIES:

- Develop relationships with trustees, event chairs, committees, and media partnerships while managing a portfolio of donors; cultivate and solicit renewals, sponsorships and tickets
- Vendor management: oversee coordination of vendor production schedules (includes: venue contracts, collateral, save-the-dates, invitation design, media loops, printing and mailing, caterers, entertainment, photographers, videographers and consultants)

- Track and manage ticket sales / sponsorships, draft correspondence and solicitation mailings, capture new donor information and execute sponsorship benefit elements
- Provide pro-active problem-solving while managing event logistics including auctions, casinos, registration, volunteers, staffing, and talent and presenters coordination including remarks, transportation and hotel needs, etc.
- Track event expenses and manage budget, produce event timelines and contact sheets
- Responsible for researching and presenting potential new donor prospects and/or key industry stakeholders
- Responsible for executing various administrative duties including preparations for meetings and events
- Other development projects/events as assigned

About BBBS of NYC

For over 112 years, Big Brothers Big Sisters of New York City (BBBS of NYC) has been supporting New York City's neediest youth, providing them with the support and guidance of a one-to-one mentorship, which is overseen by the agency's team of program managers. Since 1904, BBBS of NYC has remained committed to serving children and youth with impactful mentoring experiences. We reach over 4,000 students every year through partnerships with schools, local organizations, and government agencies. Together we work towards our vision: that all children achieve success in life.

Our mission is to provide children facing adversity in New York City with strong and enduring, professionally supported 1-to-1 mentoring relationships with adults that change their lives for the better, forever. We partner with families, volunteers, organizations and the community to inspire positive change in all.

How to apply: Please send resume and cover letter to bbbsresume@bigsnyc.org. Resumes submitted without a cover letter will not be reviewed. Please include "Special Events Manager" in the subject line.

We offer a competitive salary & a comprehensive benefits package including retirement, medical, dental, vision, life insurance and generous paid time off.

Big Brothers Big Sisters of NYC is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability with respect to employment opportunities. EO/AA Employer. No phone calls please.