



BOYS & GIRLS CLUBS
OF KENTUCKIANA

Job Description

Job Title: Special Events Manager
Department: Resource Development
FLSA Status: Full-Time
Reports To: Vice President of Development & Communications

SUMMARY

This position centers on an important area of focus in Resource Development. Our events at the Boys & Girls Clubs of Kentuckiana (BGCK) are a vital tool in celebrating and communicating not only what we do but “why” we do it. This position is key to our fundraising success and requires a highly organized, creative, detail oriented and motivated person to serve as lead for event planning and implementation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (additional duties may be assigned):

- *Special Events*
The Manager should have a passion for special event management, provide outstanding communication to BGCK staff, vendors and event attendees and volunteers, be an enthusiastic professional, and be capable of building strong and positive relationships with donors and partners.

Event Planning and Management includes, but is not limited to:
 - Create and manage the annual event plan, which includes timelines, program and task list for all BGCK events and lead all event planning and production meetings and discussions.
 - Create event sponsorship packages and lead the solicitation and securing of sponsorships.
 - Secure guest speakers and entertainment; review speeches, write scripts, coordinate rehearsals.
 - Negotiate costs and services with vendors; book event space, arrange food and beverage, order all supplies/decorations, and coordinate audiovisual equipment & operation.
 - Organize and manage the invitation, registration and attendee check-in processes.
 - Manage the follow-up with donors, vendors, sponsors and staff members following each event.
 - Keep track of event finances including check requests, invoicing, and reporting.
 - Evaluate the potential to convert special event donors to annual fund donors
- *Marketing/Public Relations*
 - Support efforts that increase visibility of Club programs, services, and activities and maintain good public relations with donors, prospects and the community at-large

- Participate in the development and promotion of special events that focus awareness on Club activities, engage community support, and generate revenue
- *Administration/Other*
 - Participate in relevant committees and sub-committees of the Board of Directors
 - Perform additional duties as assigned

SUPERVISORY RESPONSIBILITIES

- Assist with managing and overseeing interns
- No staff supervisory responsibilities

SPECIFIC SKILLS/KNOWLEDGE REQUIRED

- Bachelor’s degree from an accredited university, or equivalent experience
- At least two years of professional experience in non-profit fundraising
- Proven experience in planning and implementing high level non-profit fundraising events
- Considerable knowledge of non-profit fundraising techniques and the role events play in donor identification, cultivation, solicitation and stewardship
- Outstanding communication skills, both oral and written
- Superior time management skills, multi-tasking abilities, team playing skills.
- Ability to manage sensitive and confidential information with integrity
- Ability to function either independently or as an active team member
- Experience working in a Boys & Girls Club or other not-for-profit organization preferred
- Proficiency in Microsoft Office and familiarity with fundraising and/or donor management software (i.e.: E-Tapestry, Raisers Edge)

WORK ENVIRONMENT

Good working conditions. Some changes to work schedule to include some weekends or evenings. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature & Date

Supervisor Signature & Date

Chief Professional Officer Signature & Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as inclusive of all responsibilities, duties, and skills required of personnel so classified. This job description does not constitute a contract nor does it alter the at-will status of the employee/employer relationship.