



POSITION DESCRIPTION

Mission

To provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better

Position Title: Events Manager

Department: Development & Marketing

Reports To: Director of Development

Hours: Full time

Some evenings and weekends

FLSA: This position is considered to be Exempt for overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA).

Position Summary: Dynamic opportunity to change lives! Join our team and become part of a 63 year old tradition in the Valley! We witness the mission of the organization in action every single day. This position is responsible for planning, budgeting and executing agency sponsored fundraising events. Coordinates external volunteers in support of various revenue generating events. Additional job responsibilities will include tasks associated with the success of the overall Development plan.

Essential Duties and Responsibilities:

- Manages a comprehensive fundraising schedule including, but not limited to: the Big Night Out Gala, Tee Up For Kids, Bowl for Kids' Sake, Paul's Car Wash and all third party events
- Plans and implements all agency events as assigned including New Big Dinners, recruitment events, the Larry Fitzgerald Holiday dinner, etc.
- Oversees the development of all event materials including flyers, invitations, web pages, etc.
- Maintains oversight of sponsorship benefits to ensure all event commitments are fulfilled
- Continually stay up-to-date with event ideas by collaborating with affiliate agencies and researching current trends
- Participates in event committees and manages event volunteers; providing event details, scheduling training, coordinating logistics, etc.
- Researches and presents information on event vendors and venues as needed
- Manages fundraising website and ticketing systems for events
- Provide on-going support through in-person, email or telephone contact with all events stakeholders
- Communicate openly with all stakeholders in a manner that is productive, respectful, and sensitive to diversity.
- Maintains a high level of focus and attention to detail in planning and implementation of events in order to achieve the best outcomes possible
- Assists with donor stewardship and sponsorship fulfillment
- Solicits In-Kind items for event support
- Provide accurate and timely documentation
- Return calls promptly and follow through with commitments
- Researches, solicits and meets with potential partners to initiate new third party events
- Hire, supervise and evaluate a Development / Events Intern (one per semester)

- Assists with the distribution of agency information/materials at community outreach events as needed
- All other duties as assigned

Education: (Minimum & preferred educational requirements necessary to perform this job successfully):
Must possess a minimum of a Bachelor's Degree in volunteer management, event management, public relations, non-profit management, recreation and leisure studies, or in a related field from an Accredited University.

Related Work Experience:

Minimum two years of satisfactory experience in a related field, such as event planning, special event management or community and volunteer-related events, non-profit coordination.

Agency Core Values:

Ability to demonstrate, understand and apply our workplace values listed below. These are embedded in all roles and responsibilities, and will be considered during all aspects of employment.

- **We Ignite Potential**
We bring out the best in our Bigs, Littles & Families, Staff & Community
We talk beyond today
We believe in what's possible
We focus on sustained positive outcomes for youth
- **We are Ambitious**
We promote collaboration
We take initiative for our own growth and hold ourselves accountable
We are innovative; creative in thought and problem solving
We provide opportunities for youth to thrive
- **We are Committed to Greatness**
We are Customer Service focused ALWAYS
We are agile and can change gears comfortably
We keep safety in the forefront
We offer solutions, not excuses
- **We Fuel Diversity**
We are committed to equity and inclusion
We honor everyone as individuals
We create an atmosphere of respect and acceptance
We develop programming that reflects our community

Skills and Knowledge:

- Knowledge of budgeting and financial planning related to special events
- Ability to attract and inspire constituents to organization
- Ability to delegate or guide an individual or group, to accomplish a goal or task while maintaining control
- Ability to manage multiple fundraising events/campaigns at the same time
- Excellent communications skills
- Proficient computer skills (keyboarding, MS Office Suite)
- Demonstrated Integrity

Time Required: *(Time period the classification is typically expected to perform as a fully trained employee)*

- All new employees shall observe a 90 day introductory period.
- Flexible schedule to include night and weekends as needed for events is required.

Travel Requirements:

- No out of town travel required
- Daily local travel
- Must have reliable transportation

Work Environment/Physical Requirements: *(Specific work place conditions and/or physical abilities that are related to and/or required by this job)*

- Moderate lifting, not to exceed 20 pounds, may occur from time to time.

Equal Employment Opportunity

BBBSAZ provides equal employment opportunities to all qualified individuals without regard to race, religion, national origin, color, gender, marital status, sexual orientation, gender identity, veteran status, or disability. BBBSAZ will comply with all federal, state and local anti-discrimination laws.

Americans with Disabilities Act

Applicants, as well as employees, who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBSAZ may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS	
Supervisor: I have approved this job description and reviewed with my employee.	
Signature:	Date:
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date:

Revised 9.28.18