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### *POSITION DESCRIPTION*

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***Mission***

*Create and support one-to-one mentoring relationships that ignite the power and promise of youth.*

**Position Title:** **Director of Events and Strategic Partnerships**

**Department: Development**   **Reports To: VP 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 70-year-old tradition in the Valley!  We witness the mission of the organization in action every single day. This position is responsible for planning and executing events in support of fundraising, recruitment, and program goals and will work to actively grow BBBSAZ’s revenue through in-kind solicitation and third-party events.

**Essential Duties and Responsibilities:**

* Manage a comprehensive fundraising event schedule including, but not limited to: The Big Night Out Gala, Tee Up For Kids, Paul’s Car Wash and all third party events
* Supervise, coach and mentor Development Dept Admin Assistant and Match Event Coordinator
* Initiate contact with potential sponsors via cold outreach, warm leads, networking events, and referrals.
* Cultivate relationships with event partners and corporate contacts with a focus on long-term relationship building
* Assist as needed with all program and recruitment focused events, and events occurring in BBBSAZ building
* Sell sponsorships and oversee benefits through logistical support and a high level of customer service
* Manage multiple committees throughout the fiscal year including taking the lead on event committees and the Young Professional Council (YPC)
* Manage fundraising websites and ticketing systems for events
* Work closely Marketing Manager in creating Mar/Comms plan for each event
* Optimize in-kind asks to minimize costs for all event types and increase revenue
* Oversee the in-kind process to ensure correct accounting standards are met
* Build and manage all event budgets and maintain budgetary goals
* Negotiate and manage vendor contracts
* Recruit and manage event-based volunteer groups as needed
* Actively research, solicit and meet with potential partners to initiate new third-party events
* Coordinate and support space rentals for partner events hosted at the BBBSAZ office
* Work collaboratively with other Development and Marketing team members to support revenue and recruitment goals
* 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 five 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:**

* Strong attention to detail and ability to manage multiple priorities
* Excellent verbal and written communication skills
* Understanding of event management best practices
* Ability to utilize staff and volunteers to maximize event outcomes
* Comfortable learning new software and systems utilized by event professionals
* Desire to pursue opportunities for partnership and collaboration

**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.

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| **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 5.8.2025