



**BOYS & GIRLS CLUB**  
OF COLLIER COUNTY

## POSITION POSTING

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**TITLE:** Events Manager

**PERFORMANCE PROFILE SOURCE:** Resource Development Professional

**REPORTS TO:** Resource Development Director

**CLASSIFICATION:**  Exempt  Non-Exempt

### POSITION SUMMARY:

Under the direction of the Resource Development Director, the general function of the Events Manager is the facilitation and execution of a variety of fundraising and special events for the organization. The individual in this position has a high level of responsibility for independent judgment and initiative pertaining to conceptualizing and implementing special events targeting corporate sponsors, major donors, key stakeholders, and community constituents. This is a hands-on position requiring planning and coordination of fundraising events.

### QUALIFICATION REQUIREMENTS:

#### Knowledge

Must have knowledge and hands-on experience with fundraising events; campaigns; and donor relations concepts. Also, must be able to create and articulate an annual events plan and budget that optimizes fundraising opportunities for the organization.

Must have working knowledge of special events fundraising in a non-profit setting.

#### Education

Four-year degree in related field from an accredited college or university preferred or must have a minimum of 3 years of event planning and project management experience.

#### Experience

Minimum of 3 years of successful experience with degree. Experience with event planning and development concepts and the ability to think globally as well as activity specific. A portfolio of past events demonstrating your experience in events coordination and project management is preferred.

**Skills** required in the following areas.

- Must have highly effective interpersonal and communication skills, both written and verbal.
- Must have presentation skills to effectively communicate mission and goals
- Critical attention to detail; extremely organized.

- Self-starter; ability to work independently as well as in a team environment.
- Ability to work in a fast-paced environment and manage multiple tasks.
- Self-motivated individual with high degree of responsibility, sense of urgency and accountability.
- Must be a team player, who cares about the team's work and success.
- Decision-Making Skills: Analyzing, Fact Finding, Judgment, Systematic Thinking
- Leadership Skills: Developing Commitment, Influencing, Providing Recognition
- Relationship Skills: Negotiating, Networking, Relationship Building, Teamwork
- MS Office: Word, Excel, PowerPoint, Publisher and Outlook

## **KEY ROLES**

- Oversee event management and support (hands-on role).
- Assume sole responsibility for execution of fundraising events.
- Plan, support, coordinate and execute all annual fundraising events.
- Create and execute new fundraising events, as needed.
- Develop and manage third-party cause partnership events to grow the visibility of the BGCCC brand while increasing revenue to support fundraising goals.
- Work with vendors to draft agreements for events services and special guest appearances/speakers and manage agreement procedure ensuring that all documentation is received in order to execute events.
- Manage event planning and preparation to include coordinating/reserving event venues and meetings spaces, organizing event registration processes, and transporting event materials and supplies.
- Schedule, manage and work all special events' details and logistics both internally and externally, with necessary vendors, partners, and internal participating BGCCC departments.
- Prioritize tasks to meet expected special events needs and making sure set-up and breakdown of all events are to the appropriate specifications as requested by BGCCC leadership.
- Recruit and manage volunteer committees related to events.
- Work closely with event volunteer committees to meet their needs (planning meetings, etc.) while overseeing the event concepts and executing the event action plan.
- Work with the Volunteer and Community Partnerships Director to ensure all fundraising events are supported by volunteers and BGCCC staff, as needed.
- Assist with Board, donor relations and Club events, as needed.
- Promote all event marketing to media for magazines, newspapers, social media, and create online listings for events.
- Secure event media sponsorship, partnership, and/or media event emcees.
- Utilize event management software to organize and track event attendance, budgets and other related information.
- Perform all administrative support duties related to events.
- Monitor expenses and payments for all resource development department events.
- Update all event calendars and communicate event details efficiently and in a timely manner.
- Ensures required event elements are scheduled, ordered, and communicated with event planning committees and BGCCC departments.
- Create and provide full recaps of each special events program executed at BGCCC.

## **ADDITIONAL ACCOUNTABILITIES:**

### **Relationships**

**Internal:** Maintain oral and written contact with Resource Development Director, program management staff, and volunteers to exchange information to coordinate activities and to develop consensus on direction and methods for special events.

**External:** Coordinate with Resource Development Director to maintain oral and written contact with community and corporate leaders, prospective donors and local residents to provide information regarding Club activities and needs. Maintain oral and written contact with event sponsors, donors, prospects and others for the purpose of exchanging information, ideas and fundraising.

### **Travel:**

Travel estimated at approximately 5-7% (up to 3-4 days in a month – Including weekends – depending upon scheduling requirements). The individual selected for this position must possess and maintain a valid driver's license and be able to navigate areas of the country by using a map or other direction methods. Ability to travel by car, airplane or other modes of transportation required.

## **HEALTH AND SAFETY:**

Contribute to Ensuring a Healthy and Safe Environment

Contribute to Ensuring that Facilities, Equipment and Supplies are maintained

## **PHYSICAL AND MENTAL REQUIREMENTS:**

- Maintain a high energy level.
- Be comfortable performing multi-faceted projects in conjunction with day-to-day activities.
- Exchange ideas, facts and information clearly and concisely in all communications.
- Sit for four-plus hours per day. Standing and bending are necessary to this role.
- See and hear and successfully communicate – including ability to speak, write and read with comprehension.
- Able to work long hours, and weekends.

## **DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of interns assigned to this job.

To Apply:

Qualified interested candidates will send cover letter, resume and salary requirements to Jaime Buitrago, Human Resources. Position will remain open until filled.

**EOE/DFWP/SFWP**