Job Description

**Job Title:** Manager, Events and Community Engagement

**Division:** Development

**Reports To:** Director of Development, North Carolina

**SUMMARY**

**Youth Villages**

Youth Villages is a private nonprofit organization dedicated to helping emotionally and behaviorally troubled children and their families live successfully. We help more than 23,000 children and families each year from more than 20 states and Washington, D.C. Our Evidentiary Family Restoration™ approach involves intensive work with the child and family, a focus on measuring outcomes, keeping children in the community whenever safely possible, and providing accountability to families and funders. The EFR approach produces lasting success for children with success rates twice that of traditional services at one-third the cost of traditional care. In North Carolina, Youth Villages is a state-wide provider with nine offices and nearly 200 staff. Youth Villages North Carolina is seeking a Manager of Events and Community Engagement to assist with the organization’s continued growth.

**Position Overview**

The Manager of Events and Community Engagement is a critical part of the organization’s Development team. The ideal candidate will have a minimum of 5 years experience of nonprofit or corporate event planning with a demonstrated proficiency with project management. This talented individual is responsible for the production and management of all special events and community initiatives for Youth Villages throughout North Carolina. This role reports to the Director of Development for North Carolina and will work with the entire development team to accomplish increased fundraising, engagement and awareness activities. The Manager of Events and Community Engagement position is located in Charlotte, NC. Some day and occasionally overnight travel required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Develop an annual event calendar that aligns with the region’s fundraising priorities.
* Manage the production of all Youth Villages North Carolina’s fundraising events, including event participants and honorees, theme selection, venue, artistic elements, catering, data management and gift processing, list selection, mailings, response tracking, production of printed materials, volunteer coordination, and event logistics (facilities, budgeting, transportation, contracts, seating charts, etc.).
* Manage the production of all Youth Villages North Carolina’s state-wide gift drive initiatives Backpack Heroes and Holiday Heroes including coordination with staff, children, families, and corporate sponsors.
* Manage production of events related to newly launched annual giving society including: recruitment, fundraising, and volunteer events.
* Collaborate with the Director of Development to execute smaller events; for example, in Board members homes, at program sites, for groups of prospective donors; smaller cultivation events, etc.
* Manage all event committee activities, including identification, stewardship and cultivation of members, and administration of fundraising activities undertaken by the committee(s). Ensure committee members and volunteers are actively and constructively engaged and maintain a positive experience in working with Youth Villages. Encourage opportunities for them to learn more about Youth Villages’ mission and programs.
* Collaborate with the North Carolina’s Communication Manager and national Communications Department to develop media plans for maximizing event impact; event material content in keeping with agency branding; event-related copy for website and social media; online fundraising pages; and e-communications for events.
* Perform other duties or special projects as required.

**QUALIFICATIONS:**

* Passion for Youth Villages’ mission of helping children and families live successfully.
* Bachelor’s degree with a minimum of 5 years experience in non-profit or corporate event planning with significant project management experience strongly preferred.
* Experience with Salesforce or similar donor database a plus.
* Strong negotiation skills and the ability to operate within a budget and work with vendors to secure the best financial outcomes possible for services provided.
* Strong professional, organizational, customer service, and networking skills.
* Comfort in large and small group settings with board members, donors, volunteers and staff.
* Motivated by the individual and team aspect of the role.
* Leadership skills with a track record to multi-task, problem-solve and show effective time management when facing competing time and resource needs.

**REQUIREMENTS:**

* Must have a car and the ability to travel to various locations across North Carolina.
* Must be available to work evenings and occasional weekends particularly prior to the key fundraising events.
* Capable of lifting up to 25 pounds of equipment or materials and standing for prolonged periods during events.