



Position Available

Title of Position: Events Manager

Date Position Available: Immediately

Position Reports To: Director of Development and Marketing

Position is: Full Time (40 hrs/week)

About Us:

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

Vision: All Children achieve success if life.

Big Brothers Big Sisters partners with individual donors, foundations, corporations, government and others to build the critical network of support that funds and enables the work of carefully matching children with caring adult mentors and providing ongoing support to the child, volunteer mentor and child's family. Big Brothers Big Sisters targets children who need us most, including those living in single parent homes, growing up in poverty and coping with parental incarceration. More than 1,100 Matches (Bigs & Littles) get together regularly in the Central Carolinas region, creating and building life-changing friendships. Research proves that children enrolled in Big Brothers Big Sisters programs are more likely to improve in school and in their relationships with family and friends, and less likely to skip school or use illegal drugs or alcohol. Big Brothers Big Sisters of Central Carolinas has been recognized as a leader in the non-profit industry and in the BBBS network; winning the National BBBS Gold Standard Award and, locally, the Mayor's Mentoring Alliance Large Agency Best Practices award the last five years in a row. Our Development Team works hard to create unique, positive, memorable experiences for our volunteers, supporters and event participants. We deeply value the relationships created and the dollars generated from each of our donors, large or small.

Position Summary:

The Events Manager is responsible for developing and managing internal and external annual fundraising events. Key responsibilities include planning and analyzing cost-effective events, setting and meeting revenue goals, forming relationships with and soliciting event sponsors and donors, coordinating sponsors, contractors/vendors and volunteers and stewardship of key

relationships including individual donors, sponsors, vendors, volunteers and other partners. This position ensures collaboration and alignment with other internal stakeholders such as Programs and Marketing.

Specifically the Events Manager will:

1. Identify vendors, venues and partners to ensure the best experience for event sponsors, participants and to ensure budget considerations are met
2. Oversee the development and management of internal and external annual fundraising events.
3. Plan and produce agency's key fundraising events thru effective timeline management, committee coordination and effective communications to all constituents.
4. Work in partnership with development staff and committees to identify, cultivate and solicit financial and in-kind donations/sponsorships from individuals, businesses and civic groups.
5. Support third-party events to ensure partners are receiving necessary promotion, agency information, volunteers, etc. to maximize results.
6. Ensure the planning of cost-effective events, setting and meeting revenue goals, forming relationships with and soliciting event sponsors and donors, coordinating sponsors, contractors/vendors and volunteers.
7. Steward key relationships including individual donors, sponsors, vendors, volunteers and other partners.

Qualifications:

Required:

- a. College graduate – Bachelor's degree
- b. 2-3 years' experience in event management in a nonprofit or corporate setting preferred
- c. Good oral and written communication skills
- d. Demonstrated attention to detail
- e. Experienced user of Microsoft Office products
- f. Good organization and time-management skills

Application Procedures and Special Instructions:

Interested applicants should submit a cover letter and resume via email, to: careers@bbbscentralcarolinas.org

For more information, visit: bbbscentralcarolinas.org