



## Position: Special Events Manager

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Jack & Jill Center is a nonprofit 501(c)(3) community-based organization that provides comprehensive, holistic, wraparound support services to children of high-need parents who work or attend school in order to improve their wellbeing and quality of life. Established in 1942 as a nursery school by the Junior League of Greater Fort Lauderdale, Jack & Jill Center is the oldest nonprofit provider of early childhood education in Broward County, and at our core, our critical work has remained the same since our inception: we continue to serve families—primarily women-led households, educate children, and both support and advocate for families and our community.

### **POSITION DESCRIPTION AND JOB FUNCTIONS**

The Development team is responsible for raising nearly \$4M annually via grants, special events, corporate partnerships, and individual giving. This essential funding supports our Early Education Program, the Madelaine Halmos Academy, Family Program, and HEALTH Program. As a Special Events Manager, you will be an essential part of the Development team, and will be responsible for all of the Center's major [Signature Friends Events](#). The person in this role will work closely with both internal and external partners, which include the Friends Board members, community organizations, vendors and volunteers. The person in this role will be responsible for managing the following programs; responsibilities listed are not restricted to each program, as many initiatives have overlapping functions:

- Manage and coordinate with the Friends Auxiliary Board for the coordination and implementation of Signature Events
- Develop strategic plans and initiatives to further increase the profitability of fundraising events and meet fiscal goals with regards to events
- Prepare sponsorship packages, save the dates, invitations and event marketing materials
- Support, motivate and guide volunteers and committee members to assist in implementing the fundraising work plan
- Establish a planning checklist and a timeline for every event and follow through accordingly
- Manage mailing lists and event mailings to include sponsorship packages, invitations, thank you letters and postage
- Manage RSVP lists and event sponsorship reports to include sponsorships, ticket sales and expenses
- Coordinate event logistics for special events including site identification, permitting, vendor selection, recruitment of event day volunteers and other various duties
- Solicit and cultivate new sponsors for Signature Events and community opportunities
- Solicit in-kind donations for silent auctions and raffles
- Coordinate the cultivation, solicitation, follow-up and recognition process for individual, corporate and general donations related to special events
- Maintain accurate and complete records and files for fundraising events and activities
- Assist in the planning and coordination of 3<sup>rd</sup> party events

- Proactively research and develop new 3<sup>rd</sup> party events
- Develop communication strategies and materials in support of fundraising events and third-party events
- Coordinate public relations and promotion for fundraising events and activities to include calendar listings, website, social media, e-blasts, local publications, etc.
- Work with the Marketing Coordinator with creation and implementation of all collateral materials related to special events, especially invitations, sponsorship packages, programs, event signage, webpages, etc.
- Work with the Development Team with maintenance and updates to the website
- Support marketing activities for programs and services
- Work with the development team with donor touch-points to maintain and steward current relationships

### **POSITION REQUIREMENTS**

#### **Desired Qualities:**

Candidates should have the strong administrative, marketing, and organizational skills; superb written, presentation, persuasion and listening skills. They should have the ability to function effectively as team member and a willingness to participate in activities and assignments that help meet the goals of and objectives of the department, as well as the ability to manage strong relationships with a variety of constituents. Finally, they should have excellent interpersonal skills and a friendly demeanor.

- Ability to strategize gift solicitations and to demonstrate a sensitivity to donor motivations
- Ability to manage strong relationships with a variety of constituents
- Ability to effectively assess reports and research materials, and make decisions in the interest of the school and its students
- Ability to use computer software to organize information, effectively communicate, maintain data, and develop a variety of correspondences and reports
- Maintain open communication, confidentiality and professionalism at all times
- Follow and enforce Center's policies and procedures at all time as listed in employee and parent handbooks
- Ability to function effectively as team member and a willingness to participate in activities and assignments that help meet the goals of and objectives of the department
- Job may require heavy lifting of 25 pounds or more

#### **Desired Experience:**

- Minimum of B.A./B.S or equivalent work or life experiences
- 3-5 years of experience in event management and marketing; experience working at a nonprofit is a plus
- Excellent skills and experience with Microsoft Word, Excel and Outlook, email protocol and internet research
- Experience with constituent management database, Raiser Edge/NXT is a plus
- Ability to work weekends and evenings as required

- A valid driver's license and access to transportation

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, activities, and hours worked may change or be assigned at any time with or without notice.

#### **SPECIFICS**

- Title: Special Events Manager
- Team: Development
- Reports To: Chief Development Officer
- Salary: Commensurate with experience
- Benefits: We offer comprehensive and generous benefits package which includes medical, dental, and vision insurance, a 403(b)-retirement plan and life insurance
- To apply, please submit an Employment Application by [clicking here](#).