



TITLE/POSITION: Special Events Manager
DEPARTMENT: Development
REGION: Charlotte Headquarters
DATE: 2019

Mission & History:

Founded in 1958, Junior Achievement of Central Carolinas has collaborated with tens of thousands of local businesses and community volunteers across the Charlotte metro region to positively impact over one million k-12 students. Junior Achievement's mission is to prepare future generations to sustain and strengthen our local economy through educational programs focused on workforce readiness, entrepreneurship, and financial literacy. In June of 2018, JACC moved into their new headquarters in Camp North End showcasing numerous state of the art technologies. As our organization prepares for transformation in the community, we seek an exceptional leader to join our team to assist us in moving to the next level.

Position Description:

Reporting to the VP of Philanthropy, the Special Events Manager is responsible for contributing to the success of Junior Achievement of Central Carolinas' overall resource development program by maximizing event activities, community engagements and partnership opportunities with both individual and corporate partnerships for the Charlotte office. This position requires a positive, "can do" attitude, high attention to detail and ability to project manage various events simultaneously.

Core Duties and Responsibilities:

The Special Events Manager will be responsible for the following areas:

- Plan, market, promote, and organize all logistics and fundraising of the organization's special events throughout the year, including but not limited to: NC Business Hall of Fame, Golf Tournaments, Dinner Dance Events, Peer to Peer Events, 5K's, various Bowl-a-Thon events, and corporate events as well as other events created to support operations.
- Develop and implement unique fundraising strategies related to special events and community outreach. Work with staff and Board members (Board of Directors, Action Board) to secure financial resources for special events and other community outreach by soliciting underwriting / sponsorships and sales.
- Develop corporate and sponsor relationships and have oversight responsibility for support and execution of agreed upon sponsorship and stewardship activities.
- Identify and solicit prospects for in-kind donations for specific events. Desired donations include prizes for use in BAT, silent auctions (e.g. major prizes and/or prize packages) or in-kind donations of goods or services that are used for events (e.g. food, beverage, entertainment).
- Select and package prizes, handle on-site logistics for raffles and silent auctions.

- Plan and task all timelines for each event and work with team members to establish an agency-wide event calendar as well as identify, supervise, train and manage volunteers and interns at fundraising events.
- Responsible for establishing event committees to help execute events with sponsorship, in-kind goods/services, auction items, ticket sales, and all other logistics.
- Responsible for establishing and executing all event logistics, including leadership and oversight for all event production, from planning, invitations, décor, location, food & beverage, AV, scripts, programs/brochures to wrap-up (timelines, meetings, staffing, run of show, etc.).
- Responsible for marketing your events through social media and other avenues in conjunction with the Director of Brand.
- Responsible for ensuring BCRM(donor database) stays up to date with event donations, pledges, in-kind and other sources of revenue by submitting necessary pledge, invoice request and payment documents to Accounting for entry.
- Maintain detailed and accurate event budget for each of the organization's main events and provide timely reports on event's financial status to the Vice President of Philanthropy, Accounting and Finance, and CEO when necessary.
- Perform detailed post-analysis of all events to evaluate the level of success achieved, as well as identify ways to improve for the future and establish best practices and accompanying benchmarks.
- Work in tandem with peers to plan, manage, and execute meetings, events and correspondence that generate revenue for the agency, advance donor involvement, cultivation and stewardship for corporate & individual gifts (open house, annual meeting, ribbon cuttings, annual report, marketing strategies, communications plan, website, social media); work with constituents and team to schedule visits, set agenda, and ensure that appropriate staff and students are properly prepared; manage and attend fundraising, stewardship and cultivation events.
- Partner in the implement the annual appeal in conjunction with the Director of Brand and across the agency: work with team and regions to set targets; manage Board, donor lists; draft and secure support for annual appeal, follow up, and manage acknowledgement letters; prepare financials as needed for reporting to President.
- Assist in the development and execution of strategies to cultivate and retain donors.
- Responsible for partnering in the creation of development correspondence for agency wide appeals, to include; letters of invitation, PowerPoint presentations, board packets, program summaries, reports, proposals, and other collateral.
- Other activities as assigned.

Education and Experience:

- Bachelor's degree or equivalent and work experience in nonprofit and or corporate fundraising/event management.
- Proven skill with Microsoft Office Applications
- Evidence and a track record of success in planning, executing and growing events in a professional manner.
- Ability to take initiative in completing assigned projects and tasks with minimal supervision.

Required Skill Sets and Knowledge Base:

- Must have excellent written, oral, editing and organizational skills
- Must be flexible and have the ability to work in an environment of growth and change. Our organization is growing and expanding our reach and our programs to ensure we serve more students. Your role requires maturity to manage a constantly growing environment with support of your peers and leadership
- Experience in website management to include technical skills to support changes and updates to website
- Exudes a positive "can do" attitude and is punctual, professional, detail-oriented and able to multi-task
- Professional demeanor and ability to interact, guide, lead and support community and corporate leaders to achieve expected results.
- Willing to work flexible hours to cover all event needs
- Must have excellent time and project management skills and ability to execute established duties within a timeline yet able to self-discipline and check over own work
- Flexible and able to respond to "event emergency" with a professional demeanor and provide solutions
- Ability to delegate, communicate and lead all event-related activities to ensure an excellent "customer experience"
- Proficient in Microsoft Office, specifically Publisher and Excel
- Adobe Illustrator experience and BCRM/Razors Edge software
- Ability to lift 25 pounds or more and willingness to travel within organization's service area

To Apply:

It is Junior Achievement of Central Carolinas policy to provide equal employment opportunity for all applicants. Applicants are reminded that they have legal rights concerning freedom from discrimination or harassment based on race, color, religion, age, sex, national origin, disability, veteran status, or any other protected characteristic as established by law.

All Inquiries, applications and resumes are to be directed via e-mail to Junior Achievement of Central Carolinas to the attention of Laura Caldwell at HR@jacarolinas.org. All applications should include a cover letter with salary requirements and a resume. We kindly request no phone calls regarding the position.