



TITLE/POSITION: Special Events and Sponsorship Manager

DEPARTMENT: Development

DATE: 2020

Junior Achievement of Central Carolinas offers hands-on programs that help youth unleash their own boundless potential to identify, navigate and achieve a fulfilled future. Help us inspire generations of young people to be financially literate, self-sufficient, own their economic success and believe in the power of their own potential. Junior Achievement of Central Carolinas (JACC) is seeking a collaborative, mission driven and passionate individual to work closely with corporate and community partners to execute events that support our mission.

POSITION DESCRIPTION:

The Special Events and Sponsorship Manager manages event concepts through collaboration with senior leadership, the development team and the board of directors. The manager is responsible for the execution and sponsorship of all mid-to large-scale events and provides training and support for smaller events executed by other team members. The position is responsible for managing event budgets, volunteer teams and coordination/collaboration with external constituents.

ROLE EXPECTATIONS:

Event Execution

- Create high quality, mission driven events to support fundraising, audience engagement, investor prospecting, brand building, public relations and community engagement goals. Work with leadership on financial forecasting for revenue generation for all events,
- Develop launch events to support new program delivery models.
- Identify and direct agency, volunteer and vendor support for special events as needed. Execute events including driving to and from location, setup, attendance and breakdown. Ensure all events come in at or under budget and deliver JACC's standard of quality to ensure a net promoter score of 90%.
- Identify new ways of engaging audiences before, during and after the events to enhance the experience and solicit feedback.
- Meet or exceed the sponsorship revenue for all events.

What We Are Looking For

- Results-driven behavior and entrepreneurial spirit that contributes to the long and short-term goals of the department.
- Proven ability to set goals, develop strategies to achieve goals, and track and adjust processes and plans to ensure progress towards completion.



Junior Achievement®

of Central Carolinas

- Self-starter who seeks out and incorporates innovative new ideas to enhance outcomes and collaboration.
- Poised individual who handles stressful situations with an unflappable, positive demeanor.
- Strong interpersonal skills, relationship builder and negotiator who inspires confidence.
- Ability to effectively manages project timelines and budgets.
- Must be flexible and adaptable to change.
- Must be an accomplished multi-tasker who can keep multiple projects moving forward simultaneously while anticipating the future.
- Proven expertise as both a “thinker and a doer” with a keen ability to synchronize the two.
- Demonstrated ability to direct outside business partners and service providers.

QUALIFICATIONS:

- 5+ years’ demonstrated experience in event strategy and implementation;
- Demonstrated success developing and leading sophisticated event strategies/plans followed by flawless execution.
- Strong oral/written communication, interpersonal, organization and problem-solving skills
- Demonstrated knowledge of strategic marketing tactics and results generation
- Ability to work independently on multiple programs with strict deadlines
- Valid Driver’s License and reliable transportation

SCHEDULE AND COMPENSATION:

This is a salaried position with a compensation package that includes generous paid time off, medical benefits, retirement and additional workplace benefits. Regular work hours are 8:00am-4:30pm (minimum 37.5-hour work week), however fulfilling responsibilities and meeting goals may require additional hours. This position works from the administrative offices at the JACC - TowneBank Opportunity HQ. Occasional special event support will be required on some weeknights and weekends.

Physical Requirements:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus

Salary commensurate with experience; Equal Opportunity Employer.