

Job Description

Events Specialist

Full-Time – Non-Exempt

Title: Events Specialist
Reports to: Sr. Development Manager

Position Summary:

This position organizes fundraising events with specific monetary goals, develops timetables and marketing pieces, engages volunteers, secures sponsors and prizes incentives, and assures the efficient operation of the various events.

General

- △ Develop and execute strategies to assure promotion of all events.
- △ Be knowledgeable of the trends in your area of expertise and the community by joining groups or organizations that provide up-to-date information and networking opportunities.
- △ Primary manager of JA's Peer to Peer fundraising platforms.
- △ Provide support to President with tasks related to the Board of Directors including board meetings.
- △ Proofreader for editing of department documents.

Signature Events

- △ Organize and execute all of Junior Achievement's fundraising events, including a Signature event, for example JA Bowl-A-Thon.
- △ Organize and execute Junior Achievement's Media Challenge promotional event.
- △ Develop and execute sponsorship engagement strategy to assure budget goals are met.
- △ Recruit and maintain company coordinators, participants, sponsors and volunteer relationships.
- △ Create sponsorship plans and opportunities.
- △ Secure venue dates and locations.
- △ Secure and distribute all prizes related to events.
- △ Develop and distribute printed and electronic materials and mailings in a timely manner.
- △ Create and distribute JA corporate coordinator newsletters.
- △ Manage and maintain BCRM event related database and Qgiv online donation site.
- △ Participate on the JA Development Committee.
- △ Update event page of JAWNY web site.
- △ Implement press conference recognizing key contributors.

Other Fundraising

- △ Assist with other events and fundraisers as needed.
- △ Support Development Manager with distribution of the annual appeal mailing.

Social Media and Public Relations:

- △ Coordinate editorial content for e-newsletters and JA Progress Report.
- △ Submit to media outlets all event press and media releases.
- △ Coordinate and post social media content.
- △ Update web site content.

Requirements:

- △ Bachelor's degree, or equivalent is required, and 2-3 years event planning and fundraising experience preferred.
 - △ Must be self-motivated, highly organized and resourceful with strong customer service and relationship building and communication skills, both written and verbal.
 - △ Demonstrated ability to work in a high pressure, fast paced environment managing multiple tasks and meeting deadlines in a timely and accurate manner.
 - △ Proficient in Windows 10 and MSOffice365. Knowledge of Prezi, BCRM, Qgiv and virtual meeting/event platforms a plus.
 - △ Employee is occasionally required to bend, carry and lift up to 40 pounds.
 - △ This position requires a valid driver's license, dependable transportation and ability to work a flexible schedule including occasional nights and weekends.
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This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.