



Big Brothers Big Sisters
of Metropolitan Chicago

Position: Special Events Coordinator

Reporting Relationship: Manager of Special Events

FLSA Classification: Exempt

ABOUT BBBSMC:

Big Brothers Big Sisters of Metro Chicago (BBBSMC) is a mission driven organization that provides high quality 1:1 mentoring services to 1,900 of Metro Chicago's most at-risk children across four counties: Cook, DuPage and Lake Counties in Illinois and Indiana. We make meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles") between the ages of 7 and 14 and our programs are proven to keep kids in school, out of trouble and on the path to post-graduate success. As a non-profit organization, private contributions from corporate partners, foundations and individuals provide 90% of the revenue upon which BBBSMC builds programming. Learn more at www.BBBSCHGO.org.

Position Summary:

The Special Events Coordinator, reporting to the Manager of Special Events and a part of the Fund Development team, will manage duties related to the planning and execution of Big Brothers Big Sisters of Metro Chicago's fundraising event portfolio, including Spare a Night Out bowling fundraiser, BIG Bash gala, four corporate sponsored golf outings, BBBSMC Graduation Ceremony and Chicago Marathon charity partnership along with several other annual events.

Supervisory Responsibilities:

There are no supervisory responsibilities in this position.

Responsibilities:

- Under the direction of the Manager of Special Events, the Special Events Coordinator will assist with the management, planning and execution of 30+ agency events per year, including fundraising events, board and donor stewardship events, mentor recruitment events and occasionally enrichment events for mentors and mentees
- Help provide strategic direction to ensure strong financial outcomes and fundraising growth by identifying fundraising goals, developing event budgets,

creating timelines, identifying target audience and producing event messaging/marketing

- Cultivate and nurture relationships with sponsors, donors, board members and volunteers, including the stewardship of two agency boards and managing quarterly board meetings for each
- Assist with the development and design of marketing strategies and collateral for all events, including marketing and communications calendars, registration websites, social media content and assets, press releases and media communications, invitations and guest communications, sponsorship materials, A/V presentations and signage
- Assist with the selection, contract negotiation, invoicing and payment for partners and vendors, including venues, food and beverage, mobile bidding, A/V, photography, videography and experience/entertainment
- Partner with Manager of Special Events to execute and manage on-site event operations and logistics, including food and beverage, vendor/volunteer/staff management, venue set-up and facilitation of auctions and raffles
- Partner with Manager of Special Events, the Fund Development team, donors and board members to solicit event sponsorships, develop sponsorship packages and generate leads for potential new events

Skills & Qualifications:

- BA or BS degree required, preferably in a hospitality, business or marketing related field
- Minimum of 2+ years of event planning or event management experience required
- Experience with non-profits and/or fundraising preferred
- Proficiency with the following technology/programs preferred:
 - Microsoft Office (including Outlook, Excel and PowerPoint)
 - Development Software/Databases (Classy, Raiser's Edge and/or Salesforce)
 - Adobe (Illustrator and InDesign)
- Must be willing and able to work evening and weekend hours
- Access to reliable transportation occasionally required
- Must be able to lift 40 lbs. and stand for extended periods of time
- Must be willing and able to work with diverse populations
- A passion for the Big Brothers Big Sisters' mission
- Strong sense of initiative with a desire to advance fundraising skills and career
- Must be proactive with a demonstrated ability to think critically and problem solve
- Excels at working in a fast-paced environment, meeting concurrent deadlines and effectively managing time and priorities

- Strong communications skills, including a proven ability to communicate effectively with external partners, vendors, donors and board members
- Dynamic personality, outstanding customer service skills and experience with sales/fundraising skills
- Motivated self-starter with the ability to work both independently and as a member of a team
- Creative, imaginative and resourceful with an interest in/talent for basic design skills

Work Environment:

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

If interested in applying, please forward your resume, cover letter and salary requirements to:

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bbbschgo.org

Big Brothers Big Sisters of Metropolitan Chicago

Attn: Human Resources

560 W. Lake St., 5th Floor

Chicago, IL 60661

Equal Opportunity Employer