

**Position:** Events Manager



**FLSA Classification:** Exempt

**Reporting Relationship:** Chief Development Officer

## **ABOUT BIG BROTHERS BIG SISTERS (BBBS) OF METRO CHICAGO:**

**BBBS Metro Chicago's Mission** is to create and support one-to-one mentoring relationships that ignite the power and promise of youth.

**BBBS Metro Chicago's Vision** is that all youth achieve their full potential.

BBBS is an affiliate of the oldest, most respected mentoring organization in the US. BBBS is a professionally managed, mission driven, performance based organization providing high quality, safe and impactful 1:1 mentoring services to over 2,200 children/families across four counties in Metro Chicago: Cook, DuPage and Lake Counties in Illinois and NW Indiana.

As Metro Chicago and Northwest Indiana's largest donor and volunteer supported mentoring network, BBBS makes meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles") from age seven through high school graduation. Private corporate, foundation and individual contributions provide 94% of BBBS' revenue base upon which we build programming that meets the needs of each child individually. Our programs are proven to keep kids in school, build positive behaviors and on the path to post-graduate success. Learn more at [www.BBBSCHGO.org](http://www.BBBSCHGO.org).

**BBBS Metro Chicago's Core Value** is that we deeply believe Diversity, Equity and Inclusion is paramount and fundamental to BBBS's success. We all work to build and maintain an inclusive and equitable work environment for our staff, volunteers, and program participants. It is our belief that every staff member should embrace DEI principles in the decision making process. Therefore, we fully expect the ideal candidate will carry out their function with these core values in mind and treat everyone respectfully, fairly and equitably.

### **Position Summary:**

The Events Manager - reporting to the Chief Development Officer and as a part of the Fund Development team - will oversee and manage all duties related to the planning and execution of BBBSChi's fundraising event portfolio. The agency's current annual events include: the BIG Bash gala, Live BIG, three corporate sponsored golf outings, BBBS Graduation Ceremony, Tailgate and the Chicago Marathon charity partnership. We are looking for a passionate, innovative-thinker who can creatively engage potential new donors and partners, work in partnership with internal and external teams and is

accomplished in project management. **Success in this role demands exceptional strategic and organizational abilities coupled with superb interpersonal and communications skills, multi-tasking skills, excellent time-management and a highly developed collaborative nature.**

The Events Manager will be the staff liaison to the Leadership Board (young professionals) and have the opportunity to lead cross-functional teams and engage heavily with Executive Board members.

**Supervisory Responsibilities:**

This position has no supervision responsibility.

**Responsibilities:**

- In collaboration with the Fund Development and Marketing team, the Events Manager will manage, plan and execute all annual agency and one-time events, including fundraising events, donor cultivation and stewardship events, mentor recruitment events and occasionally enrichment events for mentors and mentees
- Provide strategic direction to ensure strong financial outcomes and fundraising growth by identifying fundraising goals, developing event budgets, creating timelines, identifying target audience and collaborating on the production of event messaging/marketing
- Cultivate and nurture relationships with sponsors, donors, Board members and volunteers
- Staff and steward volunteer relationships with the Leadership Board (young professionals) and manage their quarterly board meetings.
- Oversee marketing strategies and collateral development for all events, including invitations and guest communications, sponsorship materials, marketing and communications calendars, registration websites, social media content and assets, press releases and media communications, A/V presentations and signage
- Manage 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
- Oversee and execute 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 the Fund Development team, donors and Board members to develop sponsorship packages and solicit and secure event sponsorships
- Manage risk and present post-event reports

**Skills and Qualifications:**

- A passion for the Big Brothers Big Sisters' mission
- Strong leadership skills with a proven ability to successfully lead a team
- Highly organized and proactive with a strong sense of initiative and a demonstrated ability to think critically and problem solve

- Excellent project and time-management skills
- 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 strong experience with sales/fundraising
- Motivated self-starter with the ability to work both independently and as member of a team
- Creative, imaginative and resourceful with an interest in/talent for basic design skills
- LIFE EXPERIENCE: Acknowledging that many of your most character-building experiences - where resourcefulness and grace were required to persevere - do not show up neatly on a resume. Please use your cover letter to tell us why you think you would be a good fit for this job, especially noting qualifications that do not appear on your resume.

**Requirements:**

- BA or BS degree required, preferably in a public relations, communications, marketing, business or hospitality
- Minimum of 5+ 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)
  - Contact Management System (MailChimp)
  - 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

Research suggests that people often apply only for jobs where they feel they have checked every box in the job posting. If you are unsure whether you check every box above, but you think you have what it takes to join our team, we want to hear from you.

**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.

**To apply**, please forward your resume, cover letter (see LIFE EXPERIENCE above) and salary requirements to:

[BBBS Career Page](#)

Big Brothers Big Sisters of Metropolitan Chicago  
Attn: Human Resources  
560 W. Lake St., 5th Floor  
Chicago, IL 60661

**BBBS is an Equal Employment Opportunity Employer**

**EEOC Statement** – Big Brothers Big Sisters of Metropolitan Chicago provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information. In addition to federal law requirements, Big Brothers Big Sisters complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.



6/4/2021