

Position: Manager of Special Events



FLSA Classification: Exempt

Reporting Relationship: Chief Development Officer

ABOUT BIG BROTHERS BIG SISTERS OF METRO CHICAGO (BBBSChi):

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

BBBSChi's Vision is that all youth achieve their full potential.

BBBSChi is an affiliate of the oldest, most respected mentoring organization in the US. BBBSChi 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, Lake County, IL and Lake County, IN.

As Metro Chicago and Northwest Indiana's largest donor and volunteer supported mentoring network, BBBSChi 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 BBBSChi's 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.

BBBSChi's Core Value is a deep belief that Justice, Equity, Diversity and Inclusion is paramount and fundamental to BBBSChi'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 JEDI 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 Manager of Special Events - 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 and staff BBBSChi's Leadership (young professionals) Board. The agency's current annual events include: the BIG Bash gala, Live BIG, two corporate sponsored golf outings, BBBSChi Graduation Ceremony, Big Golf, Night of Champions (*aka: Tailgate*) and the Chicago Marathon charity partnership. We are looking for a passionate, innovative thinker who can creatively engage existing and potential new donors & partners, work collaboratively with internal and external teams and someone who excels at project management. **Success in this role demands exceptional strategic and organizational abilities coupled with superb interpersonal & communications, and multi-tasking skills. Individual will be a self-starter with a performance-driven mindset, excellent time-management abilities and someone who is respectfully relentless, fearless, and embraces a highly developed collaborative nature.**

The Manager of Special Events will also serve as the staff liaison to the Leadership Board and have the opportunity to lead cross-functional events committee teams, engaging heavily with Executive Board members.

RESPONSIBILITIES:

- In collaboration with the Fund Development and Marketing team, the Manager of Special Events will manage, plan and execute the full portfolio of the agency's annual special events, and oversee additional one-time events -- including fundraising, donor cultivation and stewardship events, mentor recruitment events and occasional match enrichment events for Bigs and Littles
- Provide strategic direction to ensure strong financial outcomes and growth by identifying fundraising goals, developing and managing 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, including the stewardship and staffing of each stand-alone event committee
- Serve as the staff liaison for the BBBSChi Leadership Board overseeing quarterly board meetings and the individual Board Committees
- 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 experiences/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 from both previous and new sponsorship partners
- Manage risk and present post-event reports

DESIRED SKILLS & QUALIFICATIONS:

- A passion for the mission of Big Brothers Big Sisters
- 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
- 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 special events and sales/fundraising
- Motivated self-starter with the ability to work both independently and as member of a team
- Creative, imaginative and relentlessly resourceful

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.

REQUIRED SKILLS & QUALIFICATIONS:

- Minimum of 5+ years of event planning or event management experience required.
- BA or BS degree in a public relations, communications, marketing, business or hospitality, preferred.
- Experience with non-profits and/or fundraising desired.
- Proficiency with the following technology/programs preferred:
 - Microsoft Office (including Outlook, Excel and PowerPoint)
 - Contact Management System (MailChimp)
 - Development CRM Software/Databases (Classy 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.

Work Environment:

This position operates in a professional office environment on a hybrid work schedule. Currently, **a minimum of two days** in the office are required each week. This role routinely uses standard office equipment such as computers, phones, photocopiers, etc.

To apply, please forward your resume, cover letter and salary requirements to:

[BBBS Career Page](#)

Big Brothers Big Sisters of Metropolitan Chicago
Attn: Human Resources
130 S. Jefferson Street, Suite 200
Chicago, IL 60661

BBBS is an Equal Employment Opportunity Employer

