



## Special Events Manager

**The Fresh Air Fund (The Fund) seeks an experienced Special Events professional** to develop the strategy for and execute all aspects of two high-profile benefit events and several smaller events and meetings.

The Fresh Air Fund, an independent, not-for-profit youth development organization, has provided free summer experiences to more than 1.8 million New York City children from low-income communities since 1877.

The Special Events Manager serves as the lead on all aspects of planning and production of The Fund's two high-profile events: the Fall Benefit & Silent Auction and the Spring Benefit. Candidates will demonstrate commitment to maintaining and exceeding the high quality and fun spirit of Fresh Air Fund events. The Manager must be comfortable as a frontline fundraiser to help achieve financial goals and be able to work with and guide Board-level and Associate Board-level volunteers. The Special Events Manager reports to the Director of Development, works closely with the Development Associate and manages volunteers as needed. The salary range for this role is \$65,000-\$75,000 and is commensurate with experience.

### What we look for:

- College degree with a minimum of 4-6 years of special events experience, including with benefit events of 500+ guests.
- Experience developing and achieving revenue goals through direct solicitation and by supporting committee, Board and senior staff in their solicitations
- Creativity in helping to conceive of and execute events to engage young and mid-career professionals in an organization's mission
- Excellent written and verbal communication skills and computer skills (Microsoft Office - Excel, Word, PowerPoint); familiarity with Salesforce NPSP a plus; comfort with learning new systems and technologies
- Enthusiasm for the mission of serving children in New York City's low-income communities and familiarity with the New York philanthropic community a plus

The Fresh Air Fund offers a generous benefits package including medical, dental and vision insurance, flexible spending accounts, commuter benefits, and employer and employee retirement contribution plans.

Despite the challenges presented by COVID-19, The Fund continues to provide safe, fun, engaging and enriching experiences for New York City youth to keep the magic of summer alive through virtual and outdoor programs. Fresh Air children also participate in year-round leadership and educational programs. For more information, visit [www.FreshAir.org](http://www.FreshAir.org).

### Application Instructions

To apply, please submit an application and cover letter at: <https://fafjobs.workbrightats.com/jobs/>. We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

*The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.*