



## Special Events Manager

Since its founding in 1877, The Fresh Air Fund, a not-for-profit youth development organization, has provided free life-changing summer experiences in the outdoors to more than 1.8 million children from New York City's underserved communities. Young people also participate in year-round leadership, career exploration and educational programs.

**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.

### Position Summary:

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, 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 Chief Development and Communications Officer, works closely with the Development Coordinator, and the Annual Giving Manager. In the first year, the Manager will work closely with the Development Consultant on the 2023 Spring Benefit.

### Responsibilities:

- Lead the strategy for all components of event design, production, and execution, creating a fun, inspiring, and meaningful experience for guests at the Fall Benefit and Spring Benefit.
- Develop and implement fundraising strategies to reach revenue goals; identify and solicit event sponsors; cultivate new and existing donors.
- Identify, recruit, and manage event leadership and committees.
- Oversee and coordinate all event vendors and consultants, including negotiating contracts.
- Oversee and coordinate production of event printing and solicitation (mail and email).
- Manage all data and record-keeping related to the events.
- Lead excellent post-event follow-through including follow up on outstanding pledges, debriefing meetings to solicit stakeholder feedback to incorporate into future plans.
- Guide and provide professional training in events management to Development Coordinator and other staff members interested in events.
- Collaborate across Fresh Air Fund departments to ensure all events have a strong mission component.
- Provide event logistics support for events and conferences hosted by other departments.
- Provide additional assistance within the Development Department as assigned.

## Requirements/Qualifications

- College degree with a minimum of 3-5 years of special events experience, including with benefit events of 500+ guests.
- Enthusiasm for the mission of serving children in New York City's low-income communities.
- Superior project management and organizational skills, including developing and adhering to a budget; ability to prioritize.
- Experience working with Board members and event leadership, providing excellent guidance, attention, and follow through.
- 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.
- Team player with a collaborative approach who can build strong relationships with internal and external partners.
- Excellent written and verbal communication skills.
- Handles pressure with grace and diplomacy; able to anticipate problems and present solutions quickly.
- Excellent computer skills (Microsoft Office - Excel, Word, PowerPoint); familiarity with Salesforce NPSP a plus; comfort with learning new systems and technologies.
- Familiarity with the New York philanthropic community a plus.
- Evening hours and weekend work required as necessary.

***The Fresh Air Fund requires all employees to be fully vaccinated against COVID-19.***

## Salary & Benefits

The salary range for this role is \$65,000-\$75,000, commensurate with experience. 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.

## Application Instructions

To apply, please submit your resume and cover letter to the [Special Events Manager](#) application. 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.*