



Title: Manager, Special Events

Reports to: Chief Revenue Officer

Type: Full-time/Exempt

Location: Stamford, CT

To Apply: Please send a resume and cover letter to Developmentjobs@buildon.org

Overview of the Organization

buildOn is a not for profit organization working to break the cycle of poverty, illiteracy and low expectations through service and education. buildOn runs intensive community service and service learning programs in 44 high schools across the U.S. and empowers youth to contribute direct service to their communities – working with senior citizens, the homeless population and younger children. Through buildOn, students learn to see themselves as the solution, not the problem. They elevate expectations for their communities and themselves. And they develop the character, grit and determination they need to succeed. **97% of buildOn students in the U.S. not only graduate from high school, they go on to college!** These same students help build schools in some of the economically poorest countries in the world, bringing access to education to hundreds of communities. buildOn students have contributed more than 1.9 million hours of service in the U.S., and have helped build more than 1100 schools in Burkina Faso, Haiti, Nepal, Nicaragua, Malawi, Mali, and Senegal.

Overview of the Role

buildOn seeks a Special Events Manager to coordinate all major fundraising events across buildOn cities across the U.S. (Boston, Stamford, New York City, Detroit, Chicago, San Francisco, and Seattle). The Special Events Manager is an integral part of the Development team who is responsible for coordinating all of the administrative and logistical aspects of all fundraising and special events throughout buildOn.

Reporting to the CRO, this position will play an important role in ensuring we deliver successful and memorable events that engage existing and prospective partners. In partnership with the CRO, you will be responsible for managing VIP relationships and all necessary follow-up and thank you letters for our special events. As the primary point of contact, you will be responsible for the design, logistics (including event production support and registration), and budgets for all national events and the ONE buildOn annual conference; ensuring a flawless and memorable experience. As the Special Events Manager, you will play a key role in creating and communicating the vision for all events, identifying and working with venues, vendors, and spanning boundaries as you will be collaborating closely with various departments, particularly Marketing, Development, and buildOn U.S.

This is a great opportunity for an innovative and creative Events Manager who enjoys producing memorable events to capture and represent buildOn's unique voice. He/she will have prior non-profit and/or fundraising experience with strong project management skills. If you have a history of leading successful fundraising and special events with measurable results, then buildOn is the right place for you!



Key Responsibilities

- Plans and manages logistics and budgets for all major fundraising and special events including the ONE buildOn conference
- Working in tandem with the event team (made up of one member from each department in buildOn per region) to design plan, theme, and décor details
- Liaise with program team to design meaningful student involvement, draft run-of-show, monitor timelines and budgets
- Creates in-kind and event sponsorship strategy in partnership with Development VPs, Directors, and the CRO
- Work with communications team to design marketing materials, review vendor contracts, coordinate invitation and solicitation mailings
- Manages external relations with venue and vendors
- Coordinates travel plans and overnight arrangements for buildOn team and traveling vendors
- Assists CRO in managing co-chairs by sending out weekly updates
- Manages pre and post-event work; creating stewardship strategy for post-event communication
- Logistical Lead for ONE buildOn Conference

Qualifications:

- Earnest and sincere commitment to buildOn's Mission and Core Values.
- Bachelor's Degree with 5+ years event planning for a multi-million dollar non-profit organization or corporation.
- 3 years of fundraising and development experience is a plus.
- Event management expertise including program integration, giving technology, sponsorship benefits and budget creation.
- Strong analytic, attention to detail, project management, and organizational skills a must.
- Ability to evaluate effectiveness, juggle projects and timelines, strategize, and motivate and manage volunteers.
- Ability to multi-task, work independently, thrives in fast-paced environment and collaborates with off-site staff.
- Excellent communication, writing, and interpersonal skills.
- Critical thinking skills and ability to identify problems and implement sound solutions.
- Salesforce or other CRM experience required.