

Room to Grow New York

Special Events Manager – Job Description

ABOUT ROOM TO GROW

Room to Grow is dedicated to enriching the lives of babies born into poverty throughout their critical first three years of development. With locations in NYC and Boston, our research-informed program focuses on eradicating the associated developmental and achievement gaps that hinder children throughout their lives, ultimately breaking the cycle of intergenerational poverty. Parents are referred to Room to Grow by a network of prenatal programs assisting low-income families. Upon their referral, families visit Room to Grow's warm and inviting space once every three months from just before the birth of the baby until their child turns three. During their one-on-one appointments with expert clinical social workers, typically lasting two hours, parents receive developmental information, customized support, and all of the needed baby items (\$10,000 retail value over time) to ensure a healthy and secure start for their child.

For more information on Room to Grow and its program model, please visit www.roomtogrow.org/program.

ABOUT THE POSITION

Room to Grow's Special Events Manager is a newly expanded position, which will be responsible for planning and managing event logistics and associated fundraising efforts. The ideal team member is vibrant, results-driven, and a collaborative leader, whose role includes developing new and strengthening existing relationships with supporters across New York City. The Manager will coordinate the administrative and logistical aspects of all philanthropic events including, but not limited to, our two marquee events: the annual Spring Benefit and Fall Power Breakfast. A successful candidate will be able to work independently, while also collaborating with senior and executive leadership, outside vendors, and diverse groups including, but not limited to, volunteers, board members, and donors. The Special Events Manager also collaborates with the External Relations Team on elements of marketing, communications, and fundraising and will look to identify expanded fundraising opportunities through events and leverage the broad base of donors who already support the organization.

Responsibilities include, but are not limited to:

- Manage the planning, organization, and budgeting of all fundraising events including, but not limited to, the annual Spring Benefit and Fall Power Breakfast.
 - Manage leadership committees of board & key supporters. Includes recruitment, solicitation and closing of gifts, ongoing communication, and meeting coordination
 - Create and maintain budgets, timelines, and production/execution plans
 - Manage vendor and venue logistics
 - In coordination with External Relations Team, actively pursue sponsorships for events (e.g. preparing solicitation materials, submitting sponsorship requests, follow up communications)
- Recruit, manage, and train staff and volunteers as needed, to ensure that events are properly executed.
- Oversee the External Relations Associate, who will assist with auction item tracking, development of auction catalog, gift entry in database, other auction-related logistics, invitation mailings, and post-event follow up.
- Work closely with External Relations Team to develop and manage public and private events to engage current and prospective donors.
- Collaborate with External Relations Team on creation of event collateral to ensure appropriate branding and effective messaging for all special events.
- Oversee all metric reporting and status updates on special events, including progress towards revenue goals.

- Lead collaborations of senior leaders across the organization to develop funding opportunities.

Qualifications:

- Exceptional written and verbal communications skills and attention to detail.
- Display professionalism and a high level of business acumen at all times.
- Enthusiastic, motivating, and positive attitude.
- Superb time management and organizational skills, including outstanding initiative and follow up skills.
- Demonstrable creative instincts in event planning and management a plus.
- Ability to create and manage project timelines and work well under pressure, with a history of success in roles requiring creative and critical thinking while managing multiple priorities in a highly dynamic environment.
- Effective listening skills with intellectual curiosity, honesty, and sense of levity.
- Demonstrated commitment to being a viable and collaborative member of a team focused on combatting the effects of poverty on early childhood development.
- A strong interest in fundraising as a profession and the ability to interact with high-level donors and Board.

Education/Experience:

- 3-5 years of professional experience in fundraising and/or special events
- B.A. or B.S. Degree
- Excellent computer skills, knowledge of Salesforce or other CRM software, and experience with mobile bidding platforms are pluses

COMPENSATION AND BENEFITS

Salary and benefits will be competitive and commensurate with experience. Room to Grow is an equal opportunity employer and welcomes candidates from diverse backgrounds.

TO APPLY

Send cover letter and resume in PDF format to resumes@roomtogrow.org with the subject header "Special Events Manager". No phone inquiries please.

