

## JOB DESCRIPTION



**Title:** Manager, Events

**Reports to:** Senior Director, Development & Marketing

**Department:** Development & Events

### I. OVERVIEW

The Events Manager will lead the planning and execution of fundraising and community-building events for the entire organization. The position reports to the Director of Marketing & Development and will be part of the Development team, working in close collaboration with the Marketing team. Key areas of responsibilities include event strategy and execution, coordinating with venues and vendors, leading event outreach campaigns (including print, email, and social media), creation of sponsorship packages, tracking of ticket purchases and donations, direct contact with high level donors and event attendees, ensuring proper recording and receipting of revenue working in conjunction with the Director and coordinators to ensure all event logistics are in place, and participating in fundraising responsibilities as they relate to events. The right candidate needs to be resourceful, creative, organized, have an impeccable eye for detail, and the ability to troubleshoot and make quick decisions. Will be expected to work occasional night and weekend events. This is an in-person position with a hybrid option with an annual salary range of \$65,000-\$75,000 commensurate with experience.

Spence-Chapin is a non-profit organization based in New York City that has been providing adoption services and adoption support for more than 110 years. At Spence-Chapin, we believe that every child deserves a family, and we work tirelessly to advocate for children in need of a permanent, loving home. Over our history, Spence-Chapin has served more than 25,000 children, women, and families through our main program areas: Comprehensive Domestic and International Adoption Programs; Birth Parent Services; Well-being Services; and International Humanitarian Aid through programs like our Granny Program to support children living in orphanages overseas.

Our work is made possible by the dedicated individuals on our staff. At Spence-Chapin we find joy in celebrating each other, our co-workers, and our clients. Everyone is treated with respect and dignity to strengthen the vibrancy of our community. We celebrate a culture of excellence, inclusivity, compassion, flexibility, and support. Spence-Chapin offers a competitive benefits package that includes full health benefits, generous PTO and holiday schedule, HRA & FSA plans, life insurance, retirement plan with employer contribution, paid maternity/paternity/adoption leave, commuter benefits, and more. Being part of the Spence-Chapin team is being part of a legacy, which for more than 110 years has provided critical services to children, women, and families around the world.

### II. KEY PERFORMANCE INDICATORS & SKILLS

- Work with all internal program departments and CEO to support their event needs
- Work with Director and Development and Marketing teams to strategize and produce event concept, theme and decision
- Build out, maintain, and update event registration page on online platform (Classy, Givesmart or Wordpress)
- Keep detailed track of budget and expenses for each event
- Liaison with design team for production of pre-event and on-site materials
- Delegate tasks to Development, Marketing and Program team members to support event production
- Form and lead planning committees of key staff, clients and board members
- Secure in-kind donations for event related items or services
- Work across departments to create and maintain event calendars
- Support Development team in execution of fundraising campaigns and maintain a portfolio of donors

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T: +1 212 369 0300 F: +1 212 369 8589 [www.spence-chapin.org](http://www.spence-chapin.org)

- Serve as representative of Spence-Chapin's vision and mission, and be able to speak to program areas

### **III. EDUCATION & EXPERIENCE**

- Bachelor's degree in Arts or Sciences. Degree in events, communication, business, or public relations a plus
- Minimum 4-5 years' experience in event planning, particularly events in the non-profit sector or those of fundraising nature

### **IV. TECHNICAL SKILLS**

- Microsoft Office – proficiency in Outlook, Excel, Word, and PowerPoint
- CRM experience – proficiency with a CRM like Raiser's Edge, Salesforce, Tessitura
- Event ticketing & auction platforms – such as Givergy, Givesmart, Classy
- Wordpress, Mailchimp, Canva, DonorSearch experience a plus

### **V. KEY COMPETENCIES**

- Ability to work independently
- Impeccable attention to detail and organization skills
- A go-getter with strong initiative
- Ability to take charge and make decisions
- Meticulous presentation and communication skills
- Ability to successfully multitask and complete multiple and simultaneous projects
- Ability to handle last-minute issues or day-of event issues with calmness and clear thinking
- Positive, outgoing personality
- Confidence in speaking with donors, board members and senior staff

**To apply:** Please send cover letter and resume to [recruiting@spence-chapin.org](mailto:recruiting@spence-chapin.org)

***This description is not intended to detail every aspect of your job/duties or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.***