



## Special Events Manager

**Reports to:** Director of Development

**Location:** 657 Middlesex St, Lowell, MA 01851

**Salary:** \$58,000-\$62,000 annually based on experience

**Job Type:** Full-time, exempt

### Overview/Position Summary

The Full time Special Events Manager will be responsible for planning, organizing and executing Boys & Girls Club fundraising and cultivation events, including our signature event, our annual Holiday Auction. The Holiday Auction is one of the largest fundraising events in the city, raising over \$350,000 last year, and includes a silent auction, raffles, live auction and in-person dinner. Other events include our annual Youth of the Year Celebration, and semi-annual Club Reunion/Hall of Fame induction. Additionally, the Special Events Manager will support Third Party Events, House Parties, Touring & Tasting events and other small donor cultivation events. This role is ideal for someone with an entrepreneurial spirit who is detail oriented, organized and excited to help engage the community through events, and who will be motivated to leverage events to grow support for the organization.

Please note that the annual Holiday Auction takes place on the first Thursday after Thanksgiving each year (December 1st in 2022). The successful candidate for this position will need to be available on this day from about 7 am - 10 pm, and most weekdays in November (with the exception of Thanksgiving and the day following.)

### Responsibilities/Skills and experience relevant to this position:

- Event budgeting, results analysis, and vendor contract negotiations.
- Supervise a seasonal Event Assistant.
- Work collaboratively with Communications and Donor Relations Managers to promote events to the public.
- Excellent interpersonal, written and communication skills.
- Proficient computer skills along with ability to learn and utilize multiple platforms, including an online bidding platform.
- Attention to detail, willing to learn and have strong organizational skills.
- Ability to keep up with the many moving parts of event planning.
- Comfortable working with a committee that is comprised of community volunteers.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Interest in working with multicultural teams with diverse constituencies.

### Qualifications

- **Experience managing fundraising events required**, experience with large scale fundraising events preferred.
- All staff are required to undergo training, which includes but is not limited to topics related to safety, emergency response and child abuse.
- Must support Club values
- Age requirement: 21 plus
- Authorized to work in the U.S.
- Drivers license and good standing driving record

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### Benefits

- Paid time off (2 weeks vacation to start, 12 paid holidays, one week sick time and 2 personal days) Employer contribution to Health Insurance, STD/LTD, Life Insurance, Retirement plan, Professional Development opportunities.
- Flexible work schedule and work from home opportunities are available.
- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Interaction with positive, community minded team, along with amazing young people.

### How to respond

- Please submit your resume to Angel Brunelle, Director of Development, Boys & Girls Club of Greater Lowell, [abrunelle@lbgc.org](mailto:abrunelle@lbgc.org) (no phone calls please)

### Our Hiring Process and Timeline

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin in-person (or video) interviews September 26th.
- We would like to have selected the candidate by October 5th, 2022

### Equity Statement

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.

Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.

### Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers of employment are contingent on results of a reference and background check.