

**Special Events Manager**

(full- time salaried)

**The Special Events Manager is responsible for formulating, coordinating and implementing strategies to grow revenues through special events.** The position reports to the Associate Director of Marketing & Communications and is conducted through a team approach to manage the various elements of special fundraising events. In addition, the position will include those tasks that will ensure the success of the mission of Loaves & Fishes. The position includes some nights and weekends as necessary to attend/manage events.

**Responsibilities:**

- Plan, guide, coordinate, and implement signature events, galas, and other special events in collaboration with the Advancement team, volunteers, and Special Events Committee members.
- Play a key role in meeting the recruitment, implementation, and revenue goals for each fundraising event in the defined timeframe, to generate participant, sponsorship, volunteer and in-kind growth.
- Work with staff and community members to identify, recruit, develop and inspire volunteers including event chairs and committee members.
- Build and steward successful relationships with vendors, event participants, corporations and volunteers for the purposes of promoting Loaves & Fishes and facilitating other opportunities for partnership.
- Promote accurate, consistent and up-to-date event information throughout all event communication channels.
- Work with Advancement team members including Graphic Designer, and coordinate with Information Manager for necessary print, mailing and distribution activities for assigned events.
- Lead procurement, management and fulfillment of silent and live auction items.
- Serve as the lead person for the online bidding platform.
- Maintain accurate records and data for all events and share with the Leadership Team as necessary.
- Coordinate with Advancement team and Information Manager for participant and donor acknowledgements, and sponsor recognition.
- Coordinate with the Information Manager for insurance requests, accounts payable and receivable as related to fundraising events.
- Negotiate contracts for event venues, vendors and suppliers.

**Job Requirements and Qualifications:**

- Passion for the mission of Loaves & Fishes Community Services
- Bachelor's Degree in relevant field
- Excellent verbal and written communication skills
- Demonstrated ability to work effectively in an environment with a team approach
- Willingness to embrace the collaborative process that represents the Loaves & Fishes culture
- Strong organizational and time management skills
- Ability to prioritize tasks, meet deadlines and manage multiple projects at once
- Excellent listening and retention skills
- Upbeat positive demeanor
- Existing strong community connections a plus
- Insured driver with valid IL license and available vehicle
- Physical maneuvering including lifting of up to 20 lbs. as is often required in the management of special events

Salary commensurate with education and experience

Benefits available

Submit resume to [jobs@loaves-fishes.org](mailto:jobs@loaves-fishes.org)

