



BOYS & GIRLS CLUBS
METRO DENVER



Make a Difference for Kids

Helping Kids. Building Communities.



Boys & Girls Clubs of Metro Denver is offering an exciting opportunity for the right person to join our dynamic, forward-thinking team. We rely on the dedication of caring employees to provide a safe, nurturing environment for kids to learn and grow. We take pride in our highly skilled, diverse, and committed workforce. Our staff are educators, coaches, artists, mentors, community leaders, and ambassadors. Join a team of passionate individuals who are working to make a difference for kids.

Event Manager – Program Support Center

Club/Office Location: Program Support Center

Job Description:

The Events Manager is an integral part of a team-oriented Resource Development department. Boys & Girls Clubs of Metro Denver (BGCMD) raises \$15 million annually to fund our mission. The Events Manager leads the planning and execution of all BGCMD's special events and is responsible for \$1.3 million in revenue. This position is responsible for working with external and internal stakeholders to ensure all event attendees have an excellent guest experience.

Primary Responsibilities

- Lead the planning and execution - including managing project timelines, budgets and workflow - of all signature and donor recognition events, specifically golf tournaments, cocktail parties, and the annual Boys & Girls Clubs Gala that hosts more than 1,000 guests.
- Achieve specific measurable goals for each event while developing and adhering to a predetermined budget by tracking and reporting on event revenue and expenses, including check requests and invoice management.
- Establish and manage relationships with sponsors, vendors, donors, and other partners. Manage event solicitation communications, record-keeping, tracking and follow-up.
 - Lead the contract and vendor negotiations, book event venue and entertainment, select food and beverage menus, order supplies, equipment and signage, and ensure appropriate décor to meet quality and Club expectations.
 - Identify, solicit and cultivate sponsors, vendors, and other partners for ongoing financial support and in-kind products or services for events (e.g. food, beverage or entertainment) to ensure optimal cost effectiveness and budget management.
- Procure and track event in-kind donations, including prizes and silent and live auction items in cooperation with the Associate Board and Gala committee. Create, assemble and price packages.
- Lead all event logistics, including registration and attendee tracking and pre- and post-event evaluations of event effectiveness. Conduct post-event wrap up.
- Collaborate with internal and external stakeholders on design, production, and distribution of event collateral and materials, creation of staffing plans for staff and volunteers, and timely and accurate recording of event contributions and acknowledgments.

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 of employees assigned to this job. The Boys & Girls Clubs of Metro Denver is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by law.

- Ensure events are meeting organizational goals and objectives.
- Responsible for maintaining, accurately updating, and efficiently utilizing the donor database for reports, registration, mass correspondences, and analysis related to events.
- Assist in the development and execution of strategies to cultivate and retain donors. Drives donor stewardship plans for sponsors and attendees post-event.

Job Requirements:

- Bachelor's degree from a regionally accredited institution of higher learning or a related field of study. Equivalent experience directly planning events in a similar role may be substituted on a year-by-year basis.
- At least three to five years of experience and a demonstrable success planning large-scale events. Previous experience working in a non-profit setting is preferred, as is additional experience fundraising.
- Must be extremely detail-oriented, collaborative, resourceful, and organized, with the ability to perform independently in a fast-paced team environment.
- Exceptional customer service is essential, including ability to build relationships with internal and external customers.
- Capacity to work independently to organize, prioritize, manage, and successfully execute multiple assignments simultaneously within a timeline and deal with frequent change or unexpected events.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office suite. Raisers Edge proficiency preferred.
- Candidates must be able to pass a drug test that screens for marijuana, criminal and driving records investigations, and reference checks.
- The successful candidate will primarily work indoors. Accordingly, the ability to use a variety of equipment including janitorial and office equipment is required. The job requires the ability to stand for extended periods, kneel, reach, bend, and lift objects weighing in excess of 25lbs. Outdoor work and moderate physically demanding activities may be required on occasion. The ability to read and write is necessary to complete reports, properly document program, and organizational data.
- A valid driver's license and ability to be insured under the company's insurance policy is also a requirement.

Details:

Status: Full-time, Exempt (Professional)

Pay Range: Salary commensurate with experience

Benefits: Health, dental, vision and life insurance, a generous 401(k) matching program, paid time off including holidays and birthday, paid parental leave, professional development opportunities and more.

Interested applicants should submit a cover letter, resume and three professional references to jobs@bgcmd.org. Please include the position title in the subject line of the e-mail.

This position will remain open until filled.