



BOYS & GIRLS CLUBS OF THE EAST VALLEY

JOB ANNOUNCEMENT

May 2, 2017

Qualified candidates are encouraged to apply for the full-time **Special Events Manager** position currently open at the **Program Service Center** in Mesa.

The Special Events Manager provides leadership in the development, implementation and attainment of goals for our special events. Along with members of the Leadership Team, the Special Events Manager will coordinate all details for events, including event materials, forms, brochures, sponsor packages and participation, facilities, vendors, committee and staff participation.

In addition, the Special Events Manager will work directly with the event chairs to plan each event; coordinate, train and supervise event volunteers, interns and staff; secure live and silent auction items; work with the Communications Manager on all aspects of media exposure and marketing; develop and monitor budgets for events to ensure goals are met; negotiate and secure vendor contracts; and secure donations.

The salary for this position is \$43,000 to \$48,000 a year depending on education and experience.

Skills and knowledge required:

- Bachelor's degree from an accredited college or university;
- Minimum of five years work experience in non-profit agency operations specifically in the fundraising field, sales/marketing, or equivalent experience;
- Considerable knowledge of fundraising and funding for non-profit organizations.

Qualified candidates need to submit a current resume and letter outlining your qualifications for the position to Diane Aman via fax 480-820-4093 or email diane.aman@clubzona.org no later than May 16th. Interviews with qualified candidates will take place after the position has closed.