

Manager, Special Events

Location(s): Chicago, IL

Education Required: Bachelors Degree

Position Type: Full Time

Experience Required: 3 to 5 Years

Reports to: Director of Development

Position Description:

Special Events Manager is responsible for the year-round fundraising campaign for the Y-ME Race At Your Pace, Chicago's largest cause-related event, as well as additional organizational events throughout the year. The Manager will manage and execute third party events, recruit and support a dedicated number of teams for the Y-ME Race At Your Pace. Special Events Manager is accountable for the successful execution of event plans and logistics in achieving stated goals for assigned events, working closely with associated board, volunteer leaders and other event staff.

Primary Responsibilities:

- Create a thorough, strategic and tactical plan and timeline with the Director of Strategic Relationships to meet fundraising goals for past Y-ME Race At Your Pace Teams, as well as new teams that sign up for the 2012 Race
- Manage dedicated Y-ME Race at Your Pace Teams and grow existing Teams Program:
 - Recruit and work closely with Family Team Committee
 - Contact and secure returning as well as new teams for the Y-ME Race
 - Serve as the primary contact for dedicated Teams and provide a high level of customer service to help the Teams attain their fundraising goals
 - Oversee the progress of follow-up phone calls, strategy meetings and team kickoffs
 - Conduct strategy meetings with assigned Team Captains to determine fundraising and recruitment goals, timeline and strategies; follow up to ensure achievement of those goals
 - Provide regular reports to teams on their progress toward teambuilding and fundraising goals
- Manage team kick-off presentations for Teams to encourage participation and fundraising
- Organize, oversee and manage the execution of Team Captain Luncheon recruitment and training event. Provide materials, information, training and encouragement to Team Captains (representing families, friends, schools, churches and corporations). Work with the third party event company to develop the event logistics and program
- Manage the T-shirts logistics and organize the T-shirt pickups with the assistance of the third party event company
- Conduct post-luncheon follow-up with all assigned Team Captains to ensure progress toward their goals
- Ensure all event communications are distributed timely and accurately to all groups
- Participate in Race Day planning and logistics related to assigned teams that are in the Team Village
- Serve as Lead Manager in charge of Race Day Team Village

- Oversee and coordinate the post-Race awards reception
- Execute and manage the Third-party Event Program through out the year
- Manage collateral distribution for events
- Work with communications and development department to write event and fundraising materials and content, etc.
- Coordinate and execute fundraising materials for all events and Race related activities
- Continuously maintain accurate information and event lists
- Participate in regular progress report meetings with supervisor
- Submit weekly progress and projection reports to supervisor
- Periodically update event Web site
- Attend evening and/or weekend meetings and/or events as needed
- Perform other duties and projects as needed.

Management Responsibility:

Special Events Manager will manage the following:

- Special Events Associate
- Special Events Coordinator
- Other event staff and/or volunteers

Position Requirements:

- Bachelor's degree
- Minimum of 3 to 5 years successful fundraising or related event planning experience
- Staff management experience
- Reliable transportation for local travel required by job
- Excellent verbal and written communication, and interpersonal skills
- Experience using Sphere, Convio (or similar product) and Raisers Edge a plus
- Solid experience training and delegating to volunteers
- Excellent presentation skills, able to influence and motivate
- Must be able to handle multiple projects, review and prepare event schedules and meet critical deadlines
- Resourcefulness, attention to detail, and the ability to work independently
- Strong computer skills, including Microsoft Word, Excel, PowerPoint, and Internet, html experience a plus
- Ability to work collaboratively with a diverse group of people
- Strong attention to follow-through
- Ability to lift and /or move 15 lbs and perform basic set up & take down of event equipment (folding tables, loading/unloading and moving boxes, setting up displays, etc)

About the Organization:

One of the leading non-profit breast cancer organizations in the United States, Y-ME National Breast Cancer Organization is headquartered in downtown Chicago. Y-ME is the only place in the world that has 24/7 Breast Cancer Support Center, where someone can call – 24 hours a

day, 7 days a week, 365 days a year – and talk to a breast cancer survivor and be understood in 150 languages. Y-ME is dedicated to assuring, through information, empowerment and peer support, that no one faces breast cancer alone.

To Apply:

Submit resume with a letter of interest to HR@y-me.org. Please type “Special Events Manager” in the subject line of your e-mail application. Y-ME National Breast Cancer Organization is an equal opportunity employer dedicated to a diverse workforce.