



EVENTS MANAGER

Dated: February 2022

Send resume to: recruiting@gripyouth.com

Position Summary

Reporting to the Director of Operations, this position leads the project management of all GRIP fundraising events which are vital to fuel the organization's financial foundation and growth so that GRIP can continue to accomplish its mission.

GRIP currently executes multiple events annually to raise roughly \$1.3M, including our GRIP Annual Fundraising Gala (\$1.2M), Golf Tournament (\$30K), Chicago Marathon (\$25K), among others. This person manages all aspects of planning and executing these events, including all communications to participants, securing sponsorships, and working to create new concepts and events.

The Events Manager also helps project manage other events including, but not limited to, programming events, staff events, and retreats.

Major Areas of Responsibility

- Create and manage the timelines, programming content, and task lists for all GRIP-produced events
- Coordinate all event logistics including vendor relations, including the negotiations of costs and services, vendor selection, and vendor contract oversight
- Build corporate sponsorship programs for fundraising events, including the valuation and content of the various levels of sponsorship, the design of the sponsorship packages, and the securing of the sponsorships
- Recruit volunteers and staff for each event, and lead the delegation of each assignment
- Manage effective event follow-up with attendees, vendors, sponsors, and staff
- Prepare budgets and post-event analysis, including periodic progress reports for each event
- Organize and assist in donor relations, including phone calls and meetings
- Develop proficiency with our eTapestry donor software to advance the events-related work

Qualifications and Professional Experience

- Well-organized, detailed self-starter who has the ability to manage several projects at once while maintaining a high level of quality and accuracy
- Bachelor's degree with 3-5 years of event and project management required
- Proven track record of generating revenue from events
- Capable of building strong and positive relationships with donors and partners with a high level of professionalism
- Management experience and administrative skills to anticipate project needs, discern work priorities and meet deadlines
- Strong proficiency in Excel
- Strong oral and written communication skills
- Demonstrated ability to perform as an effective member of a team
- Living within the Chicago city limits is preferred