



STRATEGIC
Philanthropy
DO GOOD • DO WELL

Boys & Girls Clubs of Broward County Fort Lauderdale - Events Manager

Boys & Girls Clubs of Broward County produces more than a dozen events each year. The Events Manager will be part of a team responsible for the successful production of events while meeting financial and operational goals. The Events Manager will work closely with the Events Director, Director of Corporate Events and others.

RESPONSIBILITIES INCLUDE:

- Act as event lead for four (4) well-known events
- Active team member in all events.
- Coordinate and execute vendor registrations for the Concours d' Elegance
- Attend committee meetings, assist with live and silent auctions, staffing, training and supervising BGCBC staff and volunteers, attending and producing sub-event functions and varied delegated assignments that ensure the success of all events.
- Prepare, monitor and control lead events annual revenue and expense budget.
- Assist event chairs in obtaining sponsorships, table sales, advertisers, live & silent auction items, raffle prizes and other revenue sources.
- Produce all Live Auction Videos
- Within one week of each event, must present to a written financial recap.
- Coordinate Event Completion assignments
- Additional events or related responsibilities as assigned
- Effectively manage, train and motivate staff and volunteers on a daily basis and other BGCBC staff and volunteers during the events.
- Manage the expenses associated with all events.

RELATIONSHIPS:

- Maintain close daily communication with throughout department to update progress on all events.
- Maintain daily communication with Accounting Department to ensure correct input of all donations, billing and expenses.
- Work in a positive and professional manner with all program staff while assisting with special events.
- Maintain excellent communication with event personnel while mentoring and training such individuals.
- Communicate with appropriate Board members, Committee Chairs and Members, event staff, volunteers, sponsors, vendors and act as liaison where appropriate for Boys & Girls Clubs of Broward County.

QUALIFICATIONS/REQUIREMENTS:

- 4-year College Degree required.
- Minimum of three (3) years in event production.
- Demonstrate skills and experience in the production of financially successful special events ranging from single-day to multi-day events.
- Demonstrate the ability to lead, train, direct and motivate volunteers and staff.
- Demonstrate the ability to manage a budget.
- Ability to use Microsoft Office programs, including spreadsheets, Power Point and word processing with a high degree of accuracy.
- Experience with Raisers Edge software a plus
- Exceptional customer service skills and attention to detail.
- Ability to understand and negotiate contracts with vendors.
- Excellent verbal and written communication skills.
- Ability to display a positive attitude and professional demeanor at all times
- Reliable transportation needed to attend meetings and events.

ENVIRONMENTAL AND WORKING CONDITIONS:

The majority of work will be conducted in an office setting; however, major blocks of time will be away from the office and at the event venues. Various off-site meetings will occur at respective Boys & Girls Clubs or Volunteer offices. The position may require weeknight and or weekend meetings/events.

Physical and mental requirements:

Sit for 4 or more hours per day. Prolonged periods of standing, walking, carrying, standing, lifting items up to 20 pounds and bending are also necessary to the role. Good sight and hearing are essential. Successfully communicate through speaking, writing and reading with comprehension. Manage multiple tasks with varying deadlines.

Please send resume to fadams@bgcbc.org. Successful candidate must pass Level 2 (fingerprinting) background screen and DFWP screening.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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