



HANDY - Event Specialist and Marketing Manager

Helping Abused Neglected Disadvantaged Youth (HANDY)

Fort Lauderdale, FL

Salary Range: \$30,000 - \$40,000 (based on qualifications)

POSITION SUMMARY

HANDY is currently seeking an experienced Event Specialist and Marketing Manager to manage our marketing platform, logistics and fundraising events. The Event Specialist and Marketing Manager will have the responsibility of managing all events for the organization and oversees all aspects of event planning, management, marketing and implementation.

HANDY is seeking someone who is extremely organized and able to manage the logistics of multiple events simultaneously. Responsibilities for the Event Specialist and Marketing Manager include meeting with internal departments to determine event goals, event details, managing our PR/Marketing consultant, planning with the department, finding and booking locations, catering details, recruiting volunteers and identifying staffing requirements.

SKILLS & QUALIFICATIONS

- Bachelor's Degree in Hospitality Management, Marketing or a related field
- 2+ years event management and/or development experience, certification in event management and/or prior experience for a non-profit a plus
- Proven track record of identifying and maximizing event opportunities
- Previous experience managing an event budget and successfully staying within limits
- Must be a self-starter who requires minimal supervision to meet organizational goals
- Excellent time management and communication skills
- Excellent interpersonal, written and verbal communication skills
- Cross-functional team communication and collaboration skills
- Ability to anticipate problems, assess situations quickly and implement appropriate procedures in response
- Ability to be flexible and adapt to change in a fast-paced environment
- Demonstrate a commitment to recognize and respect the many forms of diversity

ESSENTIAL DUTIES & RESPONSIBILITIES

- Coordinate event logistics for all identified HANDY events
- Develop coordinated communication program to various constituents including direct mail, telephone, e-blasts and social media
- Maintain and update content of HANDY's website

- Develop a strategic social media strategy to promote HANDY brand and programs and to cultivate supporters. Manage Facebook, Instagram, LinkedIn, Twitter and other forms of social media identified in the strategic plan
- Recruit and oversee Volunteer Programs e.g. mentoring, fundraising, Holiday Drive and Back to School
- Facilitate development of and manage special “member” groups to cultivate new supporters e.g. Next Generation and Auxiliary type group for the sole purpose of raising awareness and funds
- Responsible for providing recommendations, expert knowledge and experience in the strategic planning process for assigned events
- Negotiate contracts with service providers and suppliers, meeting space and food vendors
- Develop and maintain event budgets
- Prepare and maintain event planning documents; including checklists, on-site schedules, project timelines, meeting notes, and budget spreadsheets
- Organize and manage registration of event participants, including registration set-up
- Manage and oversee day of event logistics, including problem-solving, directing event set-up, communicating with staff, organizing vendors, and coordinating take-down/close of events

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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