



STRATEGIC
Philanthropy
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Special Events Manager Junior Achievement of South Florida

Position Summary:

The Special Events Manager will report to the Special Event Director and is part of the Development Team at JA. The two person Special Events team at Junior Achievement of South Florida works with the rest of the Development Team to manage approximately 10 special events each year, while also overseeing all client events that take place at JA World Huizenga Center at Broward College, a 60,000 sq. foot facility. The Special Events Manager is a salaried position, and must have a flexible work schedule as many events may require early mornings and/or evenings and weekends.

Position Functions/Responsibilities:

- Work closely with Special Event Director to implement and incorporate an annual special event plan.
- Assist with developing, set-up/breakdown and coordinating events, including creating budgets and timelines; planning décor and entertainment; assisting in marketing; managing staff and volunteer teams; tracking cash and in-kind donations; soliciting and collecting auction items, managing guest lists and seating; working with vendors; etc.
- Assist in identifying and soliciting potential event sponsors and auction item donations.
- Recruit, train, oversee and recognize event volunteers.
- Provide post-event evaluation and suggestions.
- Work with Marketing Manager to insure events are promoted in timely and effective manner, before, during and after event dates.
- Ensure event sponsors receive proper recognition and benefits. Work with Director of Corporate Partnerships and Director of Development when appropriate.
- Communicate with clients that rent the JA facility including collecting required documents before the event, greeting client and assisting with troubleshooting throughout the event, coordinating internal food and beverage services, etc.
- Serve as the liaison to the Director of Special Events.
- Serve as liaison to special event committees for assigned events.
- Perform other duties as assigned.

Required Skills & Experience:

- Experience (5 years +) in nonprofit event management.
- Excellent oral/written communication skills.
- Ability to prioritize and maintain deadlines while managing multiple events.
- Works well under pressure.
- Experience with leading teams (staff and/or volunteer).
- Highly organized.

- Excellent customer service skills.
- Takes initiative.
- High level of attention to detail.
- Resourcefully solves challenges.
- High skill level in Microsoft Word, Excel, PowerPoint.
- Experience with Adobe, Blackbaud and/or BidPal Software is a plus.
- Bachelors' degree or the equivalent in extended experience.

Compensation and Benefits

Competitive Salary Range and benefits that include fully paid health insurance for the employee and generous amount of paid time off.

About Junior Achievement of South Florida:

Junior Achievement of South Florida (JA) inspires and prepares youth to succeed in a global economy. JA provides real-world training in financial literacy including budgeting, spending, investing and the use of credit; offers cutting-edge skill-building opportunities that enable young people to explore meaningful, productive careers; teaches students how to start businesses; and introduces entrepreneurial values that strengthen workplaces. Last year, with the help of over 6,500 trained corporate and community volunteers, JA delivered over 20 various programs to almost 50,000 students in classrooms throughout Broward and South Palm Beach Counties and at JA World Huizenga Center at Broward College, a first-class facility housing JA BizTown and JA Finance Park.

For more information about Junior Achievement of South Florida, visit www.jasouthflorida.org.

To apply, please send cover letter, resume and 3 references to
Kellie Hensley at kellie@jasouthflorida.org.

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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