JOB DESCRIPTION

| **TITLE** | SENIOR SPECIAL EVENTS MANAGER | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Senior Special Events Manager oversees the planning, coordination, and execution of all special events at [Organization Name]. This role focuses on creating impactful, high-quality events that engage donors, sponsors, and the community, and align with the organization's mission and goals.

The ideal candidate has a strategic mindset and excels at building relationships with stakeholders, managing event logistics, and driving fundraising success.

**Duties and Responsibilities**

Overall Responsibilities:

* Lead the planning, implementation, and evaluation of special events, including fundraising galas, awareness campaigns, and community outreach activities.
* Develop event timelines, budgets, and logistics plans to ensure seamless execution.
* Secure and manage event sponsorships, in-kind donations, and partnerships.
* Collaborate with the marketing team to design promotional materials and outreach strategies.
* Oversee vendor selection, contracts, and event setup/breakdown processes.
* Coordinate with internal teams and volunteers to manage event-day operations.
* Maintain relationships with key stakeholders, including donors, sponsors, and community partners.
* Track and report event performance metrics, including attendance, fundraising goals, and participant feedback.
* Ensure compliance with all relevant laws, regulations, and organizational policies.
* Perform additional related duties as required.

**Qualifications**

* Bachelor’s degree in event management, marketing, or a related field.
* Minimum of X years of experience in special events management, preferably in the non-profit sector.
* Proven track record of organizing successful events that meet or exceed fundraising goals.
* Proficiency in event management software and tools (e.g., Eventbrite, Cvent).

**Core Competencies**

* Strong budget management and organizational skills.
* Excellent verbal and written communication skills.
* Ability to work under pressure and manage multiple projects simultaneously.
* Exceptional attention to detail and problem-solving skills.
* Strong interpersonal and relationship-building abilities.
* Creative and innovative thinker.
* Results-driven and resourceful.
* Comfortable managing diverse teams, including volunteers.
* High-level professionalism and diplomacy.

**Working Conditions**

* Work schedule is {insert time and days, e.g., 8:00 A.M. to 5:00 P.M. Mondays through Fridays}.
* Office-based role with frequent travel to event sites.
* May require working evenings, weekends, and extended hours during event preparations and execution.
* Fast-paced environment with high-stress periods.
* Extended periods of sitting may be required.
* Extensive periods using computers, digital devices, and telephones.
* Some physical activity may be required, including lifting and event setup tasks.