**BIG BROTHERS BIG SISTERS OF NYC**

**Director of Special Events**

**Job Description**

**Background:** Big Brothers Big Sisters of NYC is a chapter of the nation’s largest donor and volunteer supported mentoring network that provides children facing adversity with strong, enduring, and professionally supported 1-to-1 mentoring relationships with adults that change their lives for the better. With a budget of more than $10.5 million dollars, Big Brothers Big Sisters of NYC (“BBBS of NYC”) partners with families, volunteers, organizations and the community to inspire positive change in all. BBBS of NYC is currently seeking a Director of Special Events to play a critical role in securing funding to fuel their continued growth.

**The Position:** The Director of Special Events (“Director”) will lead and coordinate all fundraising events at Big Brothers Big Sisters of New York City, which currently generate over $5 million in annual revenue. Reporting to the Director of Development, the Director of Special Events serves as a key member of the development team and supervises two Special Events Managers. The Director also acts as a liaison and key contact to all volunteer fundraising committees, including members of the Board of Trustees. The ideal candidate will be creative and entrepreneurial, with the ability to both set and execute strategy. S/he will have exemplary relationship building skills, as well as the ability to listen and create a tailored and successful pitch.

*Specific responsibilities:*

* Plan and manage fundraising event portfolio, coordinate and oversee logistics, budget and financial records
* Manage, train and provide leadership to volunteer committees to ensure that committee members are fully supported in order to drive revenue growth for special events
* Organize and manage the identification, cultivation and solicitation of event chairs, committee and honorees
* Conceptualize and prepare event sponsorship proposals; solicit corporate sponsorships
* Oversee day-of revenue streams e.g. auctions, raffles, casino games
* Supervise special event managers and additional event staff and consultants as needed
* Work closely with Marketing/Communications to use traditional and social media to promote events
* Other development projects/events as assigned

*Qualifications:*

* Bachelor’s Degree required
* Minimum 7 years of event management experience with a proven track record of executing high profile events in New York City
* Excellent written and verbal communication skills and superior attention to detail
* Ability to manage multiple projects with competing deadlines
* Excellent computer skills including Microsoft Office; Raiser’s Edge and Convio experience a plus
* Ability to participate in evening/weekend events as needed

Salary commensurate with experience. For more information about Big Brothers Big Sisters of New York City, please visit their website at [www.bigsnyc.org](http://www.bigsnyc.org)

**To Apply:** Big Brothers Big Sisters of New York City has retained the services of Harris Rand Lusk to conduct this search. Inquiries, nominations, and applications may be directed in confidence to:

Jack Lusk, Managing Partner or

Debbie Farrell, Senior Director, Leadership and Development

Harris Rand Lusk

122 E. 42nd Street, Suite 3605

New York, NY 10168

Email cover letter and resume to: ekirschner@harrisrand.com

*Please write “BBBS” in the subject line of the email*