

## Manager Of External Events

<https://careers-risingground.icims.com/jobs/2106/manager-of-external-events/job>

### Overview

The Manager of External Events reports to the Executive Vice-President of Institutional Advancement. She/He is primarily responsible for three major areas within the Institutional Advancement Department (IA) - Fundraising Events, the Associate Board, and Corporate Volunteer experiences.

### Responsibilities

**Special Events** - He/She/They manage, at present, two major events - The Annual Gala and the Fall Benefit. The Annual Gala, traditionally held in March, is the primary event fundraiser for the organization. The Fall Benefit can take different forms but is typically a cocktail party in a unique space. The Manager working with the EVP will oversee all aspects of running these events. This can include designing the run of the evening, working with speakers, acquiring auction items, and being the primary liaison to the event space. She/He works with the Manager of Individual Giving and Stewardship, makes sure all gifts are correctly accounted for in Raiser's Edge, and that all guests are thanked promptly. He/She/They will work with the EVP to increase the cultivation and stewardship of event donors. They will also work with the EVP and outside consultants on a follow-up plan for the events. These activities will include post-event media coverage, social media exposure, and guest cultivation. Additionally, the Manager will work with the EVP and Communications Manager on the Rising Ground Discussion Series. These discussions are held twice a year. They are free but ticketed events typically held in conjunction with another non-profit.

**Associate Board** - She/He will act as the primary liaison to this group of early-career professionals. The Manager and the EVP will design a series of events for the group that includes two fundraising cocktail parties and volunteer opportunities throughout the year.

**Corporate Volunteerism** - Each year, the director will work with companies that want to do volunteer opportunities with the organization's programs. He/She/They will work with the Manager of Special Projects and the Director of Foundation and Corporate Giving to design one-off and ongoing programs for this volunteer activity. The Manager of External Events will act as an ambassador for the organization in all aspects of their job. They are expected to stay abreast of the latest trends in fundraising events. In addition, staff development will be provided where possible. She/He will also assist with other IA activities as needed.

## **Summary/Objective**

- Oversee two fundraising events meeting income goals set for each
- Manage the Rising Ground Associate Board, a Young Professional group
- Corporate Volunteer events: these are group volunteer projects.

## **Qualifications**

### **Competencies:**

Must have excellent administrative and time management skills — working knowledge of Raiser's Edge, Microsoft Office, and major social media platforms. The ability to inspire people and work as a team is an absolute must.

### **Supervisory Responsibility:**

There are no direct supervisory responsibilities for this role. They will see over volunteers.

### **Work Environment:**

The position is located at Rising Ground's downtown Brooklyn headquarters. He/She will need to travel to the Rising Ground to programs and corporate sites for events throughout New York City and Westchester.

### **Physical Demands:**

Light lifting

### **Position Type/Expected Hours of Work:**

35-hour week with nights and weekends as needed.

### **Travel:**

Minimum

### **Required Education and Experience:**

Bachelor's degree and a minimum of four years of experience in handling all aspects of major special events with large non-profits.

### **Additional Eligibility Qualifications:**

A sense of humor and determination is essential.

### **Salary Range:**

\$75k with some negotiation room

