



JOB DESCRIPTION: EVENTS MANAGER

THE POSITION:

Reporting to the Executive Director, the Events Manager is responsible for planning, executing, and growing fundraising events as well as providing support to programmatic events as needed. Fundraising events focus on developing resources to support the Pride Center of Staten Island's programs, services, and operations, and building and maintaining relationships with sponsors, strategic partners, local businesses, and volunteers. The Events Manager is expected to steward resources responsibly and work within budget.

The Events Manager will also create an annual plan for communications and will supervise the Digital Media Coordinator.

This is a full-time, exempt position with benefits.

SALARY RANGE:

The salary range associated with this position is \$60,000-\$67,000/year, commensurate with experience.

PRIMARY RESPONSIBILITIES:

- Plan, execute, and grow the Pride Center's annual golf outing and Staten Island PrideFest events
- Recruit and lead planning committees for the golf outing and Staten Island PrideFest
- Support the Deputy Director in developing and implementing an annual action plan for special fundraising events, including outlining resources and budget needed to support events
- Evaluates fundraising events (resource and planning compared with funds raised) and communicate assessments to the Executive and Deputy Directors
- Promote a positive and professional relationship with vendors, donors, and volunteers to advance the mission of the Pride Center of Staten Island
- Secure appropriate permitting and venue contracts for all events
- Oversee event set-up and strike of all fundraising events and manage the load-in and load-out processes
- Develop and implement an annual communications plan to support fundraising events and Pride Center programs and services
- Supervise the Digital Media Coordinator
- Supervise the Custodian/Office Assistant.

QUALIFICATIONS:

- A strong commitment to the Pride Center of Staten Island's mission, values, and goals.

- High school diploma required. Some college experience preferred.
- Have a minimum of two years of experience in event planning, coordinating teams, and maintaining a budget.
- Possess strong interpersonal and relationship-building skills.
- Excellent written and verbal communication skills are a must.
- Be self-motivated and able to work effectively both independently and with a team.
- Familiarity with and proficiency utilizing social media applications and other digital media platforms are required.
- Possess strong organizational skills and the ability to prioritize, problem solve, and multitask.
- A demonstrated ability to work well in high stress situations.
- Must possess a valid driver's license.
- Available to work evenings and weekends as required.
- Ability to lift 30 lbs.
- Bi-lingual (Spanish/English) preferred but not required.

DETAILS:

- Location: Pride Center of Staten Island, 66 Willow Ave, Suite 202.
- Work Schedule: Tuesdays and Wednesdays, 10 AM – 6 PM; Thursdays and Fridays, 12 PM – 8 PM; Saturdays, 10 AM – 6 PM. Work schedule and location are subject to change in relation to event preparation and execution.
- Proof of vaccination against COVID-19 required.

APPLICATION PROCESS:

Applicants must submit a cover letter and a resume by email to smo-hr@pridecentersi.org or by mail to Pride Center of Staten Island, 66 Willow Ave, Suite 202, Staten Island, NY 10305.