



Special Events Manager

New York City schools are filled with students who have potential and ambition to go far and we envision a city filled with students whose opportunities match their ambitions. Since 1995, PENCIL has played a critical role in bringing together business professionals, educators, and students to open eyes, open minds, and open doors. PENCIL makes it easy for business professionals, educators and students to work together—in schools and the workplace. Our hands-on programs, including in-school partnerships, mentoring, internships, and immersive experiences like Principal for a Day®, create targeted opportunities to make a real difference in the classroom and beyond.

PENCIL is committed to creating a workplace that respects and values diversity, and to creating an inclusive environment for all employees. We strongly encourage candidates who represent the communities we serve to apply. PENCIL is an Equal Opportunity Employer and will make employment decisions without unlawful discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or any other status protected by law. All employment is decided on the basis of qualifications, merit, and business need.

The Special Events Manager plays a critical role in managing events for PENCIL, which includes managing fundraising events and providing logistical support for programmatic events. Specifically, the Manager will manage all planning and logistics for PENCIL's annual Gala, as well as several smaller fundraising events. The position also supports PENCIL's programming needs by providing logistical support for some events. The Manager will also seek sponsorship of PENCIL events to support the organization's fundraising goals.

The position reports to the Director of Institutional Advancement and works closely and collaboratively with all members of the PENCIL team. This role will have contact with PENCIL's Board of Directors and Executive Leadership Council. This position requires experience in events management and fundraising, vendor management, and project management.

RESPONSIBILITIES

- Manage PENCIL's annual Gala, which in 2020 will raise over \$1.1M:
 - In partnership with the President and Director of Institutional Advancement, identify honorees and event leadership
 - Support fundraising efforts and manage communications of dinner committees
 - Support fundraising efforts with follow-up calls, emails, and face-to-face meetings
 - In collaboration with Communications and PENCIL leadership, develop thematic elements and ensure successful execution of all event design needs
 - Manage relationships with vendors, including the event venue, designers, printers, and any external consultants
 - Craft programmatic elements and run of show
 - In partnership with leadership and the Programs team, identify and secure speakers and program participants
 - Project manage all event operations and logistics to ensure a successful event

- Grow PENCIL's Sponsorship Revenue
 - Identify, cultivate, and solicit prospective event sponsors in partnership with the Director
 - Ensure execution of sponsorship benefits at events
 - Develop additional sponsorship benefits of interest to event sponsors
- Manage fundraising events
 - Support the Executive Leadership Council (ELC) by conceiving of and executing fundraising events on an annual basis. This includes all areas of event production including venue selection, vendor and contract management, event materials, and other logistics.
 - Support other events; current examples include the United Airlines NY Half Marathon and the TCS NYC Marathon.
- Support programmatic events, which currently include:
 - For the Annual Partnership Celebration in late spring and the Internship Culminating Celebration in August, manage event logistics including venue selection, vendor management, and production support and staffing
 - For Principal For A Day® Summit, support logistics for the summit as needed including venue, vendor management, production support, and staffing
- Additional duties as needed. Some evening work is required to support event execution.

QUALIFICATIONS AND COMPETENCIES

- 3 years' experience managing large benefit events
- Experience raising funds for support through events and sponsorships
- Superb project management skills
- Strong written and verbal communication skills
- Experience successfully managing third-party vendors
- Strong skills in developing and cultivating relationships with external stakeholders
- Cross-Team Collaboration: a desire and willingness to collaborate with others across the organization.
- Relationship Building: Demonstrated expertise in developing successful collaborations and working with diverse stakeholders
- High standards of excellence and a willingness to do what it takes to get the job done
- Commitment to PENCIL's mission and public education
- An operations mindset: prioritizing consistency and efficiency; working "smarter not harder"
- Proven organization and time management skills to complete a high volume of varied responsibilities in a fast-paced setting, while working both independently and collaboratively
- Strong computer skills, including proficiency in database software (Salesforce preferred), and comfort with learning new systems and technologies. Experience using project management software is preferred.
- Bachelor's Degree or combination of education and experience in a similar capacity

COMPENSATION

Salary range for this position starts at \$58,500. PENCIL also provides a generous benefit package which includes:

- Medical, prescription, dental and vision insurance for you, your spouse or domestic partner and dependents
- A retirement plan with employer matching
- Commuter benefit and flexible spending plans

- Professional development stipend
- Annual paid time off for holidays, vacation and sick
- Short and long-term disability and paid family leave.

TO APPLY

Please email a cover letter and resume to opportunities@pencil.org with the **subject line: “Special Events Manager”**. Please include how you heard about the position for our tracking purposes. Applications will be accepted until the position is filled.