



JOB ANNOUNCEMENT: Manager, Events & Corporate Sponsorships

SUMMARY:

Reporting to the Senior Vice President, Development , The Foundation is seeking an enthusiastic and highly organized Manager, Events and Corporate Relationships to fundraise with corporations, engage with sponsors and manage all Foundation fundraising events. The ideal candidate will be able to provide outstanding customer service, successful fundraising events and will identify new potential corporate partners and develop comprehensive strategies for fundraising and events based on research and relationships. They will manage our corporate group of volunteers, the Corporate Leadership Committee, engaging them in our work and in fundraising. This individual acts as liaison to our events firm for the three major three fundraising events and manages smaller cultivation events. For the smaller events they will coordinate with and manage vendors, donors, committee members, and other resources that are necessary for the successful completion of events/activities within deadlines, and maximum cost-effective quality assurance in mind.

RESPONSIBILITIES:

- Develop, implement and increase the corporate sponsorship/fundraising strategy based on existing goals and current sponsorship offering
- Responsible for creating the fundraising aspect of fundraising events.
- Develop pipelines of new prospects working with our corporate volunteers.
- Work with Sr. VP, Development to strategize on the philanthropic potential for corporations or organizations
- Manage Corporate Leadership Committee, including fundraising, meetings, agendas and follow up.
- Responsible for financial reporting of corporate activities, running queries and generating reports on sponsorship activities in our internal system.
- Excellent project management skills to keep events on track and provide updates to all stakeholders.
- Design and implement cultivation events from beginning to end; (i.e. decor, catering, communication, entertainment, transportation, location, invitee list, special guests, equipment, promotional material, etc.)
- Create clear and concise plans for successful fundraising events, ensuring clear and timely communication to all stakeholders.
- Liaison with events firm to ensure successful events within budget
- Ability to identify event opportunities, understand the market, and generate interest.
- Ability to solve problems and be creative in solutions for successful fundraising and events.



- Assumes and performs other duties and responsibilities as assigned or identified.

PROFESSIONAL EXPERIENCE AND QUALIFICATIONS:

- Bachelor's degree in business marketing or related field with five to seven years' relevant work experience in sales. Masters a plus.
- Experience creating and implementing successful fundraising events.
- Interest in all aspects of helping women and girls and a dedication to promoting NYWF's fundraising priorities through developing excellent relationships with leaders, volunteers, and the development office team
- Project Management skills required for directing personnel and oversight of project implementation, communication, management, and completion
- Superb time management and communication skills, both verbal and written.
- Sales/fundraising skills and an aptitude for building productive business relationships.
- Ability to oversee multiple projects independently.
- Ability to meet fundraising goals.
- Ability to coordinate, prioritize, and accomplish multiple tasks.
- Experience in managing budgets and negotiating with vendors.
- Confident and comfortable interacting with a diverse group of individuals.
- Knowledgeable of event registration and databases.
- Proficient in Microsoft office (Word, Excel, PowerPoint, and Outlook), Raisers Edge.
- Strong knowledge and understanding of current trends in successful events, fundraising, information technology, social media, and audio/visual.
- Self-motivated with a knack for solving problems.
- Ability to flourish in a diverse environment that is transparent and collaborative.

HIRING POLICY:

Diversity and inclusion are long-standing core values at The Foundation. We value differences among individuals including, but not limited to, ethnicity, age, gender, sexual orientation, gender identity, physical ability, national origin, religion, socioeconomic status, as well as beliefs and ways of thinking. We strive to create an inclusive work culture that ensures that all individuals are heard, respected, and supported to do their best work.

The New York Women's Foundation® is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Diversity and inclusion are long-standing core values at The Foundation. We value differences among individuals including, but not limited to, ethnicity, age, gender, sexual orientation, gender identity, physical ability, national origin,



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COMPENSATION:

\$90K - \$100K

TO APPLY:

Please send cover letter, salary requirements and resume to:

hr@nywf.org

NO TELEPHONE CALLS PLEASE.