



**JOB DESCRIPTION**

<b>Position Title:</b> Project Manager . Events	<b>Job Code:</b>	<b>Overtime Status:</b> Part-time
<b>Department:</b> Development	<b>Location:</b> Winston-Salem	
<b>Reports To:</b> Director of Operations	<b>Number of People Supervised:</b> 0	

**POSITION PURPOSE**

This mid-level position is responsible for the coordination of agency events to support Big Brothers Big Sisters Services, Inc. Responsibilities include serving as events coordinator for Forsyth and Davie counties, which includes soliciting and securing sponsorships; prospecting, contacting, and securing event participants; securing and organizing event items, including participant incentives; coordinating event volunteers; securing and confirming vendor participants; providing follow-up to participants: reminder calls, thank you letters, prize redemptions, etc.; and event logistical and organizational tasks. · Serve as a coordinator for Bowl for KidsqSake fundraising campaigns: prospecting, contacting, and securing bowling teams; motivating participants to reach fundraising goals; and coordinating event logistics for series of BFKS events. The Project Manager . Events will have a role in each agency event with varying degrees of responsibility. A major focus for this position is on developing friendships with participants and nurturing relationships for Big Brothers Big Sisters. The Project Manager . Events should also be an active, engaged leader representing Big Brothers Big Sisters in the community. Additionally, the manager will help manage online fundraising software, including, but not limited to, Blackbaud’s suite of products for event contributions. Perform other duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (IN PRIORITY ORDER)**

- Coordinate agency events, including but not limited to BFKS, Anniversary Celebrations, fundraising events, recognition events and other events as needed.
- For BFKS . implement BFKS planning team’s strategic priorities
- Develop community partnerships to promote BBBS
- Works closely with community partners on key fundraising initiatives
- Available on evenings and weekends to support program activities and events
- Represent the agency at key community events
- Participate in agency events, presentations, agency fairs, and tours to assist with fundraising efforts
- Perform additional tasks assigned by the Director of Operations, Director of Programs and President/CEO
- Other duties as assigned

**EDUCATION AND RELATED WORK EXPERIENCE**

**Education Level:**  
**(minimum & preferred educational requirements necessary to perform this job successfully)**  
 Bachelor’s Degree required, social services, human services or related field preferred

**Years of Related Work Experience :**  
**(minimum & preferred related work experience necessary perform this job successfully)**  
 Previous experience in a youth or social work setting preferred