



**Big Brothers Big Sisters**  
of Central Arkansas

## **Job Description**

**Position Title:** Fundraising and Events Manager  
**Position Classification:** Non-Exempt  
**Work Schedule:** 40 hours per week  
**Supervisor:** CEO

### **Broad Function:**

This position will primarily be responsible for fundraising through managing event logistics, and will also take primary responsibility for marketing Big Brothers Big Sisters of Central Arkansas via social media. The Special Events Manager will play a key role in helping the office reach out to volunteers, and effectively engage donors.

### **Essential Duties and Responsibilities**

1. Coordinating all aspects of event preparation, including:
  - a. Meeting or exceeding fundraising goals through personal solicitation and working with board members and volunteers
  - b. Securing event venues as needed and communicating with on-site contact
  - c. Coordinating all event logistics including the planning of food and beverage and event related support materials
  - d. Ensuring that event stays within budget by tracking costs and reporting to Accounting
  - e. Creation of event timelines and staffing plans
  - f. Ensuring that all invoices and payments are accurate and timely
  - g. Production and distribution of invitations
2. Create and execute follow-up strategy after each event
  - a. Create appropriate thank you
  - b. Handle all billing and cost-analysis
  - c. Provide development staff with suggested follow-up steps with attendees as needed
3. Cultivate long-term sustaining relationships with volunteers, event participants, and other third parties through effective stewardship and communications.
4. Marketing the Big Brothers Big Sisters organization through social media platforms by:
  - a. Utilizing Facebook, Twitter, and Instagram to build the profile of Big Brothers Big Sisters of Central Arkansas in the community in order to help generate new donors, and volunteers.
5. Other duties as assigned

**WORK ENVIRONMENT/PHYSICAL REQUIREMENTS**

**(Describe any specific work place conditions and/or physical abilities that are related to and/or required by this job)**

Minimal physical requirements to include walking, standing, sitting at work station; normal office environment.  
Ability to lift up to 25 pounds on occasion

**EDUCATION& RELATED WORK EXPERIENCE**

**Education Level:**

**(minimum & preferred educational requirements necessary to perform this job successfully)**

- 1+ years of event logistics experience, or transferrable skills with a proven track record of success
- Excellent written and verbal communication skills
- A team player with the ability to work independently
- Working knowledge of common social media platforms, including Facebook, Twitter and Instagram
- Well-developed organizational and time-management skills
- The ability to work outside of regular business hours as needed
- An articulated belief in the mission of BBBS

**Years of Related Work Experience :**

**(minimum & preferred related work experience necessary perform this job successfully)**

**SKILLS AND KNOWLEDGE**

						Required	Preferred
MS Outlook	<i>Basic</i>		<i>Intermediate</i>	<b>X</b>	<i>Advanced</i>	<b>X</b>	
MS Word	<i>Basic</i>		<i>Intermediate</i>	<b>X</b>	<i>Advanced</i>	<b>X</b>	
MS Excel:	<i>Basic</i>		<i>Intermediate</i>	<b>X</b>	<i>Advanced</i>	<b>X</b>	
MS PowerPoint:	<i>Basic</i>		<i>Intermediate</i>	<b>X</b>	<i>Advanced</i>		<b>X</b>
Ability to successfully work in a team environment						<b>X</b>	
Standard office equipment (phone, fax, copier, scanner, voice mail, email)						<b>X</b>	
Must have reliable transportation with access during business hours						<b>X</b>	
Goal-driven approach to work with a demonstrated ability to develop a rapport with individuals from diverse sectors.						<b>X</b>	
Demonstrated success in sales and project management.							<b>X</b>
Persuasive written and face-to-face verbal communication skills with proven bottom-line results.						<b>X</b>	
Negotiation and problem solving skills							<b>X</b>
Motivate volunteers							<b>X</b>
High level of initiative						<b>X</b>	

**Job Responsibilities**

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBSCA may change the specific job duties with or without prior notice based on the needs of the organization.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Equal Employment Opportunity:**

BBBSCA provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

**Americans with Disabilities Act:**

Applicants, as well as, employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.