

JOB OPENING

**SERTOMA CENTRE, INC.
4343 West 123rd Street
Alsip, IL 60803**

POSITION TITLE: Special Events Manager – Part-Time

POSITION REPORTS TO: Director of Advancement and Communications

POSITIONS SUPERVISED: None

POSITION SUMMARY:

This position provides event management, planning, and coordination to implement an annual program of fundraising events, including donor solicitation and securement, managing of logistics, preparing and adhering to budget, securing of venues, setting timelines, working closely with event volunteers and committee members, overseeing event day operations, and developing event analysis/evaluation.

POSITION RESPONSIBILITIES:

- Identify and solicit corporations and individuals to secure in-kind and cash sponsorships for events, including but not limited to the Housewares Show, Super Sale, and the BIG Event.
- Develop and maintain relationships with corporate partners and vendors.
- Ensure recognition and benefits for sponsors are properly implemented.
- Assist with community relations and outreach activities for events.
- Responsible for stewardship of donors, including responding to general donor requests, coordinating in-kind donations, and creating reports tracking donor and prospect activity.
- Work with and respond to staff on internal events.
- Secure and negotiate venues for special events. Maintain copies of all contracts relating to events.
- Responsible for on-site logistics and other components of events.
- Secure emcees, celebrity involvement, entertainment, food, etc., for events.

QUALIFICATIONS:

- Bachelor's Degree required.
- Prior paid experience as a Special Events Coordinator/Officer, for a period of at least two years, with documented success.
- Excellent verbal and written communication skills.
- Current driver's license with good driving record and car available. Auto insurance must meet the coverage level requirements of agency's insurance carrier to be eligible for mileage reimbursement.
- Strong organizational skills. Hard working and self-directed.
- Outgoing personality; able to meet and interact with people easily. Sincere commitment to individuals with disabilities.
- Employee is required to remain compliant with all state/federal, position, agency, accreditation, and funding source training/licensing requirements, including but not limited to CPR/First Aid post hire.
- Employee is required to possess the skill and ability to utilize all applicable technology and computer programs related to his/her position.

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED

If interested, please apply online via our web site, www.sertomacentre.org,
click on "Career Opportunities" and "Search Here."