



EVENTS/SPONSORSHIPS MANAGER POSITION AVAILABLE

The Education Fund is seeking to hire an individual to plan, solicit sponsorships for, and run events. This position currently manages a Charity Art Auction and a “walk-a-thon with a twist” (in our Teach-a-Thon, instead of walking, participants teach). The Events/Sponsorship Manager also assists with other events and fundraising activities throughout the year. Duties include recruiting and managing host committee members and Teach-a-Thon participants, challenging companies to become involved in events, soliciting corporate and foundation sponsorships as well as luxury items as auction items & prizes, contracting with hotels, and managing all event logistics (overseeing design/printing/mailing of invitations, tracking RSVPs/ticket sales, organizing staff for registration and other “day of” activities, and dozens of other event-related tasks).

The individual in this position should be experienced in soliciting sponsorships and items, volunteer recruitment and management, event planning and marketing. A candidate for this position should have knowledge of the Miami-Dade community and enjoy working with a diverse group of educators, artists, philanthropists and business professionals. This is the perfect position for a highly reliable self starter who wants to work with the community, throw a great party and improve the lives of our public-school children.

Job duties require the ability to:

- Create and implement an event task list from start to finish
- Excite host committee members and organization stakeholders
- Develop, pursue leads, and close the deal on sponsorships
- Solicit more than 100 luxury/prize items
- Manage event budgets, including convincing vendors to provide in-kind or discounted services
- Coordinate print materials and marketing and media outreach with designers and printers, reporters, etc.
- Track/promote RSVPs/ticket sales as well as recruit participants as needed
- Work with venues to select appropriate space/facilities and menus on a limited budget
- Manage vendors, including audio/visual supply rentals, entertainment, speakers, etc.
- Manage staff on-site during events
- Perform other tasks, including administrative and clerical duties as needed to ensure a successful event.

Experience Required:

- Experience in events management and sponsorship solicitations
- Excellent oral and written communications
- Superior organizational skills, with a demonstrated success of multi-tasking, juggling multiple priorities, and working independently
- Strong MS Office skills required; graphic design skills desirable but not required
- Flexibility to handle additional projects as assigned
- Desire to work for a non-profit organization that improves public education

This is a full-time position. Compensation is based on experience. Benefits include health and dental insurance, vacation, sick leave and bank holidays, access to 403(b) (7) plan and a family-friendly environment. The offices are located close to the Museum of Contemporary Art (MOCA) in North Miami. Parking is free. Interested candidates should submit a cover letter (which states current or last salary) and a resume to:

HR1@educationfund.org and put the job title in the subject line.

The Education Fund is an Equal Opportunity, Affirmative Action employer.