



SPECIAL EVENTS MANAGER

Department: Development

Reports to: Director of Operations & Stewardship Programs

UFR#: 410

The New England Center for Children (NECC) provides a full range of educational, residential and treatment programs designed to help children with autism reach their full potential. The goal of maximizing independence serves as the foundation of all NECC programs. Each program has been developed to address varying skills and multiple levels of functioning.

Overall Responsibility

Under the supervision of the Director of Operations & Stewardship Programs, the Special Events Manager is responsible for coordinating all fundraising events for NECC, including our signature events, the Children of Promise Gala, NECC 5K Walk/Run for Autism and the Dunkin Golf Classic.

Essential Duties and Responsibilities

- Coordinate logistics, negotiate contracts with vendors, and manage host committee or other volunteer group supporting fundraising events
- Work closely with vendors, including printers, caterers, entertainment and sponsors
- Provide fundraising support for friends-asking-friends events
- Liaise with John Hancock, Marathon Coalition and Falmouth Road Race to secure charity runner bibs and training programs
- Manage event websites
- Track sponsorships, ticket sales, and event revenue as well as progress toward goal
- Conceptualize and propose fundraising events including budget, projected revenue, expense and revenue reporting, and back-planning calendars
- Assist in all event or meeting support when requested by the CDO

Qualifications:

- Three to four years experience with demonstrated success in fund-raising, including special events and volunteer management
- Superior computer skills, including MS Word, Excel and database
- Goal-oriented attention to detail
- Strong interpersonal skills, ability to work independently and as part of a team
- Creative, imaginative, and able to translate ideas into action and programs
- Ability to prioritize projects and deadlines
- Ability to deal with confidential and sometimes controversial information

Interested applicants should submit a resume & cover letter to: jobs@necc.org