

**Position/Title:**           **Manager of Special Events and Individual Giving**

**Start Date:**               **Immediate**

**Contact:**                   **Send resume and cover letter to [DevoJobs@CityParksFoundation.org](mailto:DevoJobs@CityParksFoundation.org)**

### **ABOUT CITY PARKS FOUNDATION**

City Parks Foundation (CPF) is the only independent, nonprofit organization whose mission is to offer programs in public parks throughout the five boroughs of New York City. At CPF, we are dedicated to invigorating and transforming parks into dynamic, vibrant centers of urban life through sports, arts, community development, and education programs for all New Yorkers. Our programs and community building initiatives -- located in more than 350 parks, recreation centers, and public schools across New York City -- reach 300,000 people each year. Our ethos is simple: we believe thriving parks mean thriving communities.

- We produce *SummerStage*, the largest free, outdoor performing arts festival in NYC, presenting world-class artists from across the globe on our mainstage in Central Park and in local parks in all five boroughs, and present marionette puppet theater throughout New York City with our Swedish Cottage Marionette Theatre and roving PuppetMobile.
- Partnerships for Parks, a public-private program of City Parks Foundation and NYC Parks, supports and champions a growing network of leaders who care and advocate for the transformation of their neighborhood parks.
- We connect youngsters to nature in the urban environment through progressive, experiential teaching. Using parks as classrooms, we provide learning experiences and hands-on activities in urban forests, coastal areas, and gardens.
- Free golf, tennis, track & field, soccer, and fitness programs bring high-quality instruction and equipment into areas where few organized athletic opportunities exist. We offer leveled training, year-round scholarship coaching, and special pro events.

### **POSITION SUMMARY**

The Manager of Special Events and Individual Giving will join an eight-person Development Department, raising approximately \$7 million annually from corporate, foundation, government, and individual sources to support our free programs in New York City parks. Reporting to the Director of Individual Giving and Special Events, this position will work in close contact with board members as well as the Executive Director to produce four major fundraising events and several smaller cultivation events, and grow financial support from individual donors.

### **REQUIREMENTS AND RESPONSIBILITIES**

We currently hold four major fundraisers between the months of March and November including: a golf outing, a Gala dinner and concert in Central Park for over 600 guests, a dinner and live auction at the US Open Tennis Championships, and a cocktail reception and blues concert. In addition, we produce a variety of smaller fundraising and cultivation events for donors and prospects throughout the year including at our SummerStage concert series. With the support of the Individual Giving and Special Events Associate, the Manager of Special Events and Individual Giving will be responsible for leading physical production and fundraising for all of these events. The Manager will also support Individual Giving by making contributions to donor identification and cultivation efforts, producing donor prospect research, and drafting Board level correspondence and reports.

### Event Logistics and Operations:

- Manage and execute all event logistics and operations working with co-chairs, benefit committees, vendors, and site management to produce events of exceptional quality.
- Build and successfully meet detailed event schedules/timelines and budgets.
- Create, maintain, and update all invitation lists.
- Conduct mailings of invitations, personal solicitation letters and appeals.
- Oversee the Associate's tracking in Salesforce database of all fundraising income from pledge to receipt.
- Manage design, proofing, and production of all event deliverables including invitations, programs, digital presentations, and awards.
- Manage and strictly document all guest correspondence from initial solicitation letters through solicitor and donor acknowledgement letters.
- Engage board and committee members in fundraising efforts to reach income goal.
- Manage RSVPs, guest lists, event seating, and create table charts and seating place cards.
- Oversee the Associate's guest research and creation of event lookbook.
- Create check-in lists, implement and oversee comprehensive event check-in and guest service.
- Oversee auction item solicitation and the Associate's auction winner fulfillment responsibilities.
- Recruit, assign, and manage over forty event volunteers.

### Individual Giving:

- Conduct research on current and potential donors to determine interest and capacity.
- Produce detailed research on current and prospective donors.
- Prepare appeal letters, email correspondence, proposals, and reports for donors as needed.

### **QUALIFICATIONS**

- A passion to further develop and grow existing knowledge of high level event production.
- Bachelor's Degree required and 2-5 years of experience in a high-volume development, individual giving, or special events office.
- Proven ability to lead and successfully produce complex events for 600+ guests.
- Effectively manage pressure and work under strict deadlines in a fast-paced environment.
- Meticulous attention to detail, thoroughness, information management, and task focus.
- Ownership of assigned responsibilities and exceptional organizational skills.
- Excellent research, organizational, and oral and written communications skills.
- Ability to prioritize and bring tasks to successful completion by simultaneously managing multiple projects and assignments on an ongoing basis.
- Excellent sense of protocol and etiquette in all communications with board members and donors.
- Experience managing a high volume of documents, spreadsheets, and lists. Familiarity with Google Suite applications and Salesforce strongly preferred.
- Creative problem solving.
- Flexibility to work nights and weekends as required.

### **WORKING FOR CITY PARKS FOUNDATION**

City Parks Foundation is a collegial, mission-focused organization that values its employees and encourages professional growth and advancement. Thank you for your interest in City Parks Foundation, an equal opportunity employer.

**CONTACT**

Interested parties should email cover letter, resume, and salary requirements to: DevoJobs@CityParksFoundation.org. Put "Manager of Individual Giving and Special Events" in subject header.

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.