

<b>Job Title</b>	Special Events Manager
<b>Employer/ Agency</b>	Junior Achievement of Southeast Texas
<b>Job Description</b>	<p>The special event manager position shares in the responsibility of tasks associated with special events to meet revenue goals. This includes a gala, four golf tournaments, 5K fundraising run, clay shoot and on bowl-a-thon. This is accomplished through ensuring each event stays on schedule, within budget, well-organized, and ownership in fundraising goals.</p> <ol style="list-style-type: none"> <li>1. Responsible for increasing revenue for all special events including the JA Bowl-A-Thon, RBC Race for the Kids, and other events.</li> <li>2. Accountable for developing a qualified sales pipeline, document personal sales contacts, and activities with each assigned account and/or event.</li> <li>3. Works with the special events team to coordinate, organize and manages events to ensure they stay on schedule, within budget meet revenue objectives.</li> <li>4. Responsible for soliciting and identifying prospects for in-kind donations for all events.</li> <li>5. Plays a key role in assuring data integrity in constituent management database and assist in the management of invoicing for special events.</li> <li>6. Attends all special events to include weekends and evenings.</li> <li>7. Must make business presentations and emcee Bowl-A-Thons with a high level of enthusiasm.</li> <li>8. Assists with development of marketing collateral, brochures and fundraising support materials.</li> <li>9. Assists with preparing revenue reports for senior leadership, committees, and board.</li> <li>10. Performs standard administrative responsibilities such as produce and send large mailings, filing, database entry, etc.</li> </ol>
<b>Qualifications</b>	<p><b>Required:</b> Bachelors degree or equivalent experience. Proficient computer skills with the functionality of the MS Office Suite: Word, Excel, Publisher, and PowerPoint. Ability to work a flexible schedule including weekends and/or evenings. Reliable transportation required. Ability to speak in public settings.</p> <p><b>Desired:</b> Knowledge of Blackbaud/BCRM, Adobe Illustrator, Photoshop, InDesign and web design software. Special events or sales related experience.</p>
<b>Salary/Hours</b>	DOE
<b>Employer/Agency</b>	Junior Achievement of Southeast Texas
<b>Address</b>	2115 E Governors Circle

<b>City, State, Zip</b>	Houston, TX 77092
<b>Contact Person</b>	Kacy Cameron
<b>Contact Title</b>	Special Events Manager
<b>Telephone Number</b>	713-682-4500
<b>Fax Number</b>	713-682-8238
<b>Email Address</b>	<a href="mailto:kcameron@jahouston.org">kcameron@jahouston.org</a>
<b>Application Method</b>	Send resume via email
<b>Opening Date</b>	1/12/2018

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