



Open Position Posting

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Organization Description:

Founded in 1988 by Paul Newman, The Hole in the Wall Gang Camp provides “a different kind of healing” to more than 20,000 seriously ill children and family members annually - all completely free of charge. For many of these children and families, Hole in the Wall provides multiple Camp experiences throughout the year at the facility in Ashford, Conn., in more than 40 hospitals and clinics, directly in camper homes and communities, and through other outreach activities across the Northeast and mid-Atlantic.

Position Title:

Special Events Manager

Work Schedule:

Full-time

Location:

New Haven, CT – hybrid (office, remote and event venues)

Position Description:

Manages logistics for annual proprietary fundraising, cultivation and stewardship Special Events to achieve fundraising goals, to educate supporters and to celebrate Hole in the Wall's mission, contributing to the department's overall success and the organization's expression of meaningful gratitude. Manages execution of pre-event, on-site and post-event details. Serves as primary contact on-site for staff, volunteers, vendors and venue personnel.

Our Special Events Manager can expect to...

- Manage logistics for assigned special events in the Northeast including "Fore a Very Good Cause" Golf Tournament (oversee timelines, site visits, venue and vendor research, selection and booking of catering, rentals and décor, expense budgets, etc.)
- Support on-site execution of Beantown Bash, Fandango Benefit Gala and Big Apple Bash special events in the Northeast.
- Project manage Bandit Round Up and other stewardship and cultivation events as assigned (groundbreakings, ribbon cuttings, receptions, etc.) in partnership with the Stewardship Manager.
- Support Mid-Atlantic region venue research, scouting and execution of resulting fundraising, stewardship and cultivation events.
- Negotiate and execute contracts as assigned.
- Support event committee meetings, reporting on logistics.
- Determine format, design, content, ordering, delivery, and distribution of printed materials including but not limited to save the dates, flyers, invitations, and program books, as assigned.

- Oversee program book ad content and design layouts to advance sponsorship and marketing benefit fulfillment.
- Determine volunteer requirements prior to and at events including number needed and deployment of resources. Manage requests for pre- and at-event volunteers.
- Manage event pre-production and set ups, including packing of supplies, scheduling delivery, transporting materials, and receiving deliveries on-site. Oversee setup and breakdown of events on-site.
- Support auction marketing preparations including production of auction displays, bid sheets, and redemption materials.
- Partner with Director on fulfillment of high-level donor auction experiences to ensure satisfaction and increased stewardship of relationships (movie premieres, set visits, Founder's Cabin stays, etc.) typically requiring after-hours on-call status.
- Research and solicit potential gift in kind auction vendors and corporations.
- Perform other event related duties as assigned.

Our Special Events Manager should have...

- Five years' experience in event, production, operations, or hospitality management is preferred.
- A degree and/or coursework in marketing, communications, hospitality, or related field is desirable, but there is no minimum education requirement.
- The ability to establish positive relationships with a variety of people in multicultural environments.
- Proficiency in Microsoft Word, Excel, Outlook, and internet. Experience with Raiser's Edge software preferred.
- Excellent interpersonal, organizational, and written and oral communication skills.
- An ability to manage hybrid work locations - working hours will either be spent in our New Haven, CT or Ashford, CT offices, or remotely (at home or off-site at event venues) as applicable and assigned based on needs of the event calendar.
- Availability to work evenings and weekends as needed in office and at event venues. Overnight time at venue sites required.
- A willingness and ability to operate computer for most of workday with appropriate rest periods.
- Valid driver's license and driving record which meets HITWG insurance carrier requirements.
- Ability to independently travel to assigned worksites. Access to a personal vehicle preferred (with mileage to be reimbursed as applicable).
- Ability to drive event supply transport vehicles including but not limited to cargo and passenger vans and 10-15 foot box trucks in suburban and city environments.
- Ability to lift and carry up to thirty pounds is helpful but not essential.
- Full vaccination against COVID-19, plus booster that meets current medical requirements.

The Hole in the Wall Gang Camp provides a very competitive salary, a generous benefits package, and growth opportunities for high contributors. To apply, please use the provided link. Due to the volume of resumes received, you will be contacted only if there is interest in pursuing your application. No phone calls please.

[Click Here to Apply](#)

The Hole in the Wall Gang Camp is an Equal Opportunity Employer, does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, nationality or sex, and is committed to a diverse workforce.