



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:

Hybrid (Office, Remote, Event Venues)

Location:

New Haven, CT

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. This role will report to the Associate Director of Special Events, who is based in New Haven, CT.

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.
- Conduct Fandango Benefit Gala camper performer/family booking calls and manage participation details as assigned, including but not limited to managing releases, travel accommodations, and ticketing needs.
- Serve as the primary contact for Fandango Benefit Gala camper performer families from initial booking through post-event wrap up.

- Project manage Bandit Round Up and other stewardship and cultivation events as assigned (groundbreakings, ribbon cuttings, receptions, etc.) and in partnership with Donor Relations.
- 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.
- Manage design process, ordering, delivery, and distribution of event collateral including but not limited to save the dates, flyers, invitations, and program books, as assigned and in collaboration with and oversight from the Associate Director.
- Be responsible for 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.
- Assist with special projects and perform additional duties as assigned.

Our Special Events Manager should have...

- A minimum five years' of experience in event, production or operations management.
- A Bachelor's degree in marketing, communications, hospitality, or related field.
- The ability to establish positive relationships with a variety of people in multicultural environments.
- A proficiency in Microsoft Word, Excel, Outlook, and internet. Experience with Raiser's Edge software strongly preferred.
- Excellent interpersonal, organizational, project management, written and oral communication skills.
- The ability and willingness to work a hybrid work schedule. 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.
- The ability and willingness to work evenings and weekends as needed in office and at event venues. Overnight time off-site at regional venue sites required.
- The ability to join in event preparations and on-site event production that often require walking, standing, and carrying, setting up and breaking down event decor for substantial periods of time.

- The ability to operate computer for most of workday with appropriate rest periods.
- A valid driver's license and driving record which meets HITWG insurance carrier requirements.
- The ability to independently travel to assigned worksites. Access to a personal vehicle preferred (with mileage to be reimbursed as applicable).
- The 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.
- The ability to lift and carry up to thirty pounds is helpful but not essential.

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.