



FOR DISTRIBUTION

Position	Events Manager
Status	Full-time
Department	Development
Location	Norwalk, CT

SeriousFun Children's Network, founded by Paul Newman, is a growing global community of independently managed and financed camps and programs, which have come together with a common purpose – to provide transformative experiences to children with serious illnesses and their families, free of charge. Through our 30 camps and programs around the world, SeriousFun reaches more than 150,000 children and families annually. Learn more at www.seriousfun.org

About us: The SeriousFun Support Center is in East Norwalk CT. Our team of 33 staff members provides support services to SeriousFun camps and partner programs around the world to ensure program and operational excellence, create awareness for the camps worldwide, and foster the continued growth of the Network as a whole.

SeriousFun is committed to fostering and ensuring a culture and environment that values the experiences, knowledge, and voices of all those who work to carry out our mission. We are continually focused on bringing our core principles of diversity, equity, and inclusion to life by embracing individual talents and experiences and encouraging ongoing learning and understanding.

The purpose of our job posting is to provide an overview of the responsibilities and qualifications needed for this role and what it's like to work with us. If this sounds like the work you would like to do - and if we sound like an organization that you would like to work for - then please apply even if you don't match 100% of the job description.

You will be set up for success in this position if you are detail-oriented, flexible, exhibit positivity, take initiative, have effective time-management and, collaboration skills. A plus if you have an interest in pop culture. Your keen attention to detail and commitment to supporting others will make a real difference in a mission-driven environment. If you are excited to be the go-to person for events logistics, we can't wait to meet you!

Position Summary

Reporting to the Director of Special Events, the Events Manager is an integral part of the Development team and plays a critical role in the execution and management of SeriousFun Children's Network events. The ideal candidate is a multi-tasker, focused on events logistics and project management. Top level responsibilities include event management, logistics, maintaining accurate donor records in CRM database, and fundraising support.

The Events Manager may also engage and interact with camp and partner program staff, donors, third-party vendors, partners, and service providers to provide support while representing the organization.

Essential Responsibilities

Events Management and Logistics

Supporting the Director of Special Events to plan, execute, and manage all company sponsored events including in-person, virtual development events, SeriousFun galas, cultivation events, stewardship events and live and silent auctions.

- Serve as the SeriousFun point of contact for event attendees, donors, vendors and other interested parties.
- Support colleagues, partners, consultants and other interested parties in their fundraising efforts for events.
- Collaborate/communicate with Marketing and Communications team to develop and ensure timely delivery of printed materials, including pre-sale letters, save the dates, invitations, etc.
- Work with the Events Director to build a plan to implement other events which may include third-party events, peer to peer events (T-D Bike Tour, marathon), events to support specific donor groups, etc.
- Maintain accurate and timely accounting of event related expenses and submit required documentation to accounts payable for vendor payments, expense reimbursements, and expense reconciliation.
- Manage logistics for live and silent auctions and/or other event fundraising platforms.

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This work is perfect for you if: This work is detail-oriented and requires flexibility, positivity, initiative, effective time-management skills, collaboration, efficiency, and discretion. Pop culture.

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Database and Reporting

- Responsible for creating and delivering Event Revenue Reports that will support the fundraising strategy of the Development Team.

- Review data in Raisers Edge database to ensure accuracy of personal information of event attendees & donors.
- Collaborate with Finance and Senior Manager, Development Operations to ensure the accuracy of event donation and revenue, management and Form 990 reporting.
- Support colleagues to ensure accuracy of donor information in Raisers Edge CRM database, including solicitors, event attendees and donors to support data integrity.

Other Fundraising Support

- Assist with donor acknowledgment processes, as needed.
- Other duties as needed or assigned.

Key Competencies

Job-Specific Skills, Knowledge and Ability: Demonstrating the application of job-specific technical skills, general knowledge, and/or abilities to add value.

Authority and Accountability: Providing direction of processes, projects, programs, and people. Delegating responsibilities and decisions appropriately. Being accountable for results.

Critical Thinking and Decision Making: Making decisions and solving problems involving varied levels of complexity, ambiguity, and risk.

Planning and Organizing: Defining tasks and milestones to achieve objectives and ensuring the optimal use of resources to meet those objectives.

Interpersonal Skills: Building and maintaining productive work relationships, collaborating with others to achieve common goals, listening and communicating in a way that is inclusive, respectful, and supportive of others.

Adaptability: Adjusting one's own behavior to work efficiently and effectively in light of new information, changing situations, and/or different environments.

Leadership: Setting a positive example, encouraging and supporting collaboration and teamwork, exhibiting humility, helping others achieve success, and being honest and trustworthy.

Minimum Qualifications and Job Specific Skills

- Education: High School Diploma or GED
- Years of Relevant Work Experience: 3-5years

Preferred Qualifications & Job-Specific Skills

- Education: Associates degree (e.g., AA, AS) or equivalent
- Experience in working in NGO's or other non-profit organizations, particularly those with federated/networked structures.

Proven skills in:

- CRM management (Blackbaud Raisers Edge or equivalent)
- Project management
- Exceptional oral and written communication skills
- Organizational and planning abilities
- The ability to multitask in fact-paced environments
- Donor research and analytics.

Preferred Qualifications & Job-Specific Skills

- Experience in working with NGO's or other non-profit organizations, particularly those with federated/networked structures in a fundraising capacity.
- Blackbaud Certification
- Experience with fundraising platforms i.e., Bidpal, Givergy, Charitybuzz, Fandiem, etc.

Company Culture, Perks, and Benefits – please read **Our Focus** [here](#) to get a sense of what's important to us.

- Fun, respectful, and collaborative environment
- Professional Development opportunities (online and company-facilitated offerings)
- Respect for your non-working time (in Eastern Standard Time) unless under special circumstances, we limit contacting staff on evenings and weekends.
- 30+ days for you to enjoy as you see fit, including vacation days, holidays, and opportunities to volunteer at a SeriousFun camp.
- Paid time off for family, medical, and civic service needs.
- Company-sponsored retirement 403b plan after one year of continued service.
- New office located in a fully renovated mixed-used building with great onsite (free) amenities.
- Steps away from the East Norwalk train station

Benefits are subject to change

We will determine where the salary offer will fall within this range of (\$60k-\$68k) based upon the evaluation of the qualifications during the recruitment process. Our transparent and equitable pay bands, as well as our salary offer based on the qualifications evaluated in our process, are integral parts of our organizational systems and intentional culture. The salary offer is not negotiated as we know that negotiation is not aligned with equity and best practices for ensuring fair pay for employees of all identities and backgrounds.

To apply for this position, please submit your resume, and cover letter and complete an application here:
[EventsManager application](#)