



EVENTS MANAGER

www.hudsonriverpark.org

Hudson River Park Friends (“Friends”) is an independent nonprofit 501(c)(3) organization dedicated to the completion, care, and enhancement of Hudson River Park, and is the designated fundraising partner of the Hudson River Park Trust. We create opportunities for public contributions to and participation in the Park's operations and growth, to guarantee its future for generations of New Yorkers, Americans and visitors from around the world.

Friends continues to grow our capacity to positively impact the Park and its many stakeholders, including individual users, tenants, community groups, schools, corporations and more – anyone who values a tremendous public resource like Hudson River Park, New York's *Park for Play*.

POSITION SUMMARY: Manages all aspects of special events calendar for fundraising and cultivation, hiring and managing vendors, budgets, volunteers, ticket/table support, correspondence & follow-up.

QUALIFICATIONS:

- Bachelor's Degree preferred.
- 3-5 years of experience in organizing special events and working with committees and donors.
- Knowledge of event principles and appropriate event planning concepts; this includes knowledge of protocol and use of discretion to ensure that donor expectations are met.
- Excellent verbal and written communication skills; strong organizational skills; detail and interpersonal skills; good presentation skills.
- Demonstrated ability to provide impeccable customer support.
- Demonstrated project management skills including prioritizing projects with multiple and often competing deadlines; ability to work under pressure.

DUTIES and RESPONSIBILITIES:

The Events Manager shall:

- Strategically works with the Senior Director of Development on creating fundraising and donor cultivation events.

- Manages/coordinates smaller cultivation events throughout the year as well as one major Gala and three (3) other large-scale fundraising events totaling nearly \$3.6M in revenue.
- Establishes excellent relationships with donors.
- Works closely with the Development team as a main contact for committee and volunteer leadership, especially as it pertains to fundraising events.
- Serves as the Friends liaison to outside production, talent and event management firms.
- Manages contracts, event budgets, logistics plans and financial arrangements for events.
- Prepares and processes paperwork for donations and event logistics.
- Coordinates menus, decor, music or other entertainment, seating arrangements and transportation for the Park's events.
- Finalizes event arrangements by conducting walkthroughs with host, caterer and other vendors as required.
- Able to develop invitation lists, issue invitations and manage guest responses. Provides guest lists and briefing materials. Produces invitations, programs and other events materials.
- Works with Senior Director of Integrated Media and outside PR firm to create a press and marketing plan for ticket events, managing VIP invitation lists, comp requests, and messaging to ensure greatest coverage and impact / media impressions.
- Attends events to see that all requirements are carried out.
- Team player and able to work flexible hours depending special/cultivation events.

REPORTS TO: Senior Director of Development

SALARY: Competitive salary commensurate with experience and education. Excellent benefits package offered.