

**About New York Junior Tennis & Learning:**

NYJTL is the largest youth tennis and education nonprofit organization in the nation reaching more than 85,000 NYC children. NYJTL offers comprehensive after-school and community tennis programs to youth 5-18 years of age throughout all five New York City boroughs. The organization was founded in 1971 and will celebrate 50 years of service to under-resourced NYC children this year culminating in a 50<sup>th</sup> Anniversary Gala in May, 2022. The mission of NYJTL is to develop the character of youth through tennis and education for a life time of success on and off the court.

In June 2015, the \$26.5 million Cary Leeds Center for Tennis & Learning opened as the flagship home of NYJTL in the heart of the Bronx. In April 2017, the Cary Leeds Center completed its final phase of construction with the opening of the Pershing Square Stadium, the Victor Kiam Stadium, and the Dalia and Larry Leeds Viewing Bridge. The Cary Leeds Center provides more than 6,000 hours of free tennis court time annually to the community's under-resourced youth.

**Position Summary:**

NYJTL seeks a Special Event Manager (SEM) to oversee the administration and execution of the organization's special event efforts. The SEM will join a fast-paced and inspired team to manage and execute the organization's special events. The SEM will oversee a variety of events designed for fundraising, cultivation, stewardship and community building. The SEM will become a key member of the Marketing and Development team developing strategies to cultivate new and existing NYJTL relationships (individuals, volunteers, and alumni) through events; strengthen how we track, communicate, and manage events; and increase revenue through event innovation and efficiencies. The SEM will report to the Chief Marketing & Development Officer (CMDO) and will be located in Long Island City, Queens.

**Responsibilities:**

- Manage the execution of two major fundraising events annually including
  - 50<sup>th</sup> Anniversary Gala (in tandem with CMDO and Development Advisor)
  - Boathouse Bash at Loeb Central Park
- Manage the execution of special fundraising events including
  - Doubles by the Dunes at East Hampton Indoor Tennis
  - Grand Slam Round Robin at the Cary Leeds Center
  - Winter and Fall Mixed Doubles Round Robins at Cary Leeds Center
  - Board member cultivation dinners and special events
- Work with leadership to determine annual special event strategic goals, revenue goals, track progress, and measure and evaluate events to inform future planning
- Oversee the coordination of all special event logistics including venue selection; design and printing of event materials, including sponsorship materials; decor; technical support; event timelines and run-of-show
- Manage and cultivate vendor relationships to execute contracts and ensure successful event execution, including
  - Graphic designs, photographers, videographers etc...
  - Print vendors, audio and visual, florists, event and auction software etc...
  - Entertainers, musicians etc...
- Cultivate and manage event sponsor and attendee relationships, with the goal of expanding NYJTL's donor pathway
- Cultivate and manage NYJTL volunteer recruitment, retention, and activation
- Work to manage and build Alumni relationships
- Execute and manage event budget and timely reporting of revenue and expenses
- Ensure timely and accurate reporting and data cleanliness
- Develop policies and procedures that ensure the smooth and professional operation of NYJTL's special events initiatives
- Work with the Marketing team to create and manage event marketing communication plans, including print, web, social media, and mail mediums

- Work in coordination with Develop Manager on solicitation calendar

**Qualifications:**

- Bachelor's degree
- 2-4 years of experience in event management
- Strong organizational skills
- Detail-oriented, highly organized, and able to work well under pressure
- Comfortable in development software (Raiser's Edge and NXT)
- Comfortable working in event software
- Adobe Suite is a plus
- Available on nights and weekends as needed
- Ability to stand for duration of events; lift up to 20 pounds
- Even temperament and disposition with strong interpersonal skills
- Interested in tennis and education
- Committed to statement of diversity, equality, and inclusion

**Notice of Non-Discrimination:**

NYJTL is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability, or sexual orientation. It is the policy of NYJTL to comply with all federal, state, and local laws and regulations regarding equal opportunity. We center equity in all our work and in our hiring practices.

**Notice of Contractual Obligation:**

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.