

**Title:** Director of Signature Events

**Reports to:** Chief Operating Officer (COO)

**Position Type:** Volunteer position

**Contact:** Send questions to [yanet.velazquez@hopestrong.org](mailto:yanet.velazquez@hopestrong.org)



**Duties and Responsibilities:**

- Host 4 HoPe Signature Events
  - HoPe Youth Leadership Summit
  - HoPe Anniversary Gala
  - HoPe Leadership Conference
  - HoPe Leadership Awards
- Promote the success of events by developing and managing detailed and well-vetted invitation lists, solicitation lists, and timelines
- Coordinate closely with Leadership Council ensuring they are prepared for success at the event
- In coordination with the Marketing and Information Technology Department, prepare event materials including event correspondence, collateral materials, social media, web, invitations, marketing materials and speaking points for all presenters
- Supervise leadership team and volunteers to ensure the signature events team is meeting all goals.
- Develop concepts, themes and formats for signature events for the organization that engage supporters, increase brand awareness and grow revenue.
- Provides event management training to teams of volunteers.
- Negotiates with venues, consultants and vendors to secure rates that enhance budgets.
- Manages consultants and vendors prior to and during the event to ensure flawless efficiency.
- Develops/maintains budgets and creates financial reporting to share with internal departments and external agencies.
- Oversees the post-event coordination including but not limited to debrief meetings, recognition to key constituents, financial reporting, event report and data transfer to accurately understand the ROI for each event
- Supports cross-functional internal teams with the stewardship of host committees to secure members, sponsorships, and in-kind gifts.
- Assists the Development Team with the creation of sponsorship packages.
- Manages internal and external event volunteers before and on the day of the event.
- Collaborate with Development Team for all in-kind data, tax exempt letters, donor retention and communications, etc.
- Collaborate with Director of Marketing for media exposure
- Host webinars for Event Committees as needed
- Execute Signature Event attendance goals
- Provide monthly detailed reports to Chief Operating Officer
- Active in Signature Events fundraising efforts with Development Team
- Lead and meet regularly with respective event coordinators to review progress
- Partake in monthly meetings with Chief Operating Officer
- Partake in quarterly meetings with HoPe Leadership Council



**Qualifications:**

- College student or young professional
- Demonstrated interest/experience in Event Management/Project Management & Youth Development
- Outstanding written and verbal communication skills in English required
- Energetic, personable, and creative with an ability to relate well to diverse populations
- Deadline oriented and able to take initiative and work well under pressure
- Strong ability to plan and manage multiple projects with high attention to detail
- Excellent time management skills
- Work effectively in teams
- Excellent organizational skills
- Ethical and moral character
- Strong leadership skills
- Proficiency in Microsoft Office, including Word, Excel, and PowerPoint, and social media platforms (Facebook, Twitter, YouTube, etc.) required.
- Must be willing to commit for the whole 2017-2018 academic year
- Strong commitment to HoPe's mission and values

**Time Commitment:**

- 10-15 hours per week.

*\*We are open to working with academic institutions for this position to count as internship credit. Please indicate in application if you are interested in pursuing this.*