

APOLLO

JOB DESCRIPTION

Job Title:	Special Events Manager
Department:	Development
Reports To:	Director of Special Events
FLSA Status:	Full Time, Exempt
Location:	New York, NY (Hybrid)

The Apollo is a commissioner and presenter; catalyst for new artists, audiences, and creative workforce; and partner in the projection of the African American narrative and its role in the development of American and global culture.

Position Summary:

The Manager of Special Events will report to and work closely with the Director of Special Events to plan and execute two fundraising events raising over \$3M annually, and will be responsible for managing a variety of donor cultivation events throughout the season

Essential Duties and Responsibilities:

- Plan and execute annual Dining with the Divas Luncheon and donor cultivation dinners and events
- Assist with the planning of the annual Spring Benefit; and other special events
- Collaborate with Development team to build volunteer committees
- Coordinate list management (lists of 2,000-5,000+ constituents) and seating arrangements for events with 350-800+ guests
- Manage the design, copy and production deadlines for all event collateral including save-the-dates, invitations, event webpages, programs, signage, presentation materials, etc.
- Manage follow-up (phone and email) for all events including solicitation and pledge collection
- Serve as liaison with vendors on event-related matters
- Manage budgets, prepare check requests, invoices, etc.
- Secure in-kind donations
- Utilize database to maintain and track donor data
- Manage digital event prep including prepping seating charts, organizing check-in materials, uploading guest lists to database and event platforms
- Recruit and manage event volunteers as needed
- Perform other functions as assigned

Qualifications:

This position requires an individual who is highly detail-oriented, can work on multiple projects at once, and works well in a fast-paced environment. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, and/or competency required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree
- Minimum of 4 years of event management and fundraising experience, preferably in a large cultural or arts organization
- Excellent written and verbal communication skills
- Superior organizational skills, accuracy and precision in handling details
- Computer proficiency with Microsoft Office programs, Raiser's Edge, Tessitura and/or database management systems
- Proficiency with MailChimp, Social Tables, zkipster and other event software

- Flexibility to participate in evening/weekend events and to travel, as needed
- Must be flexible, collaborative, and have a positive, can-do attitude
- The ability to interact with staff, donors, and Trustees, remaining proactive, resourceful, and efficient, with a high level of professionalism and confidentiality is crucial to this role

Benefits:

- Generous PTO
- Health, Dental, and Vision insurance
- Health savings account
- Life insurance
- 401(k)
- Short-Term and Long-Term Disability
- Hybrid Work Schedule

Salary:

\$65,000 - \$70,000

COVID-19 Vaccination:

Vaccination is required; however, the company will consider accommodations for medical and religious-based reasons.

How to Apply:

To apply, send cover letter and resume to Human.Resources@apollotheater.org Please include the job title in the email subject.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.