

APOLLO

JOB DESCRIPTION

Job Title: Special Events Manager
Department: Development
Reports To: Director of Special Events
FLSA Status: Exempt

Organization:

The Apollo Theater Foundation, Inc. (“the Apollo”) was established in 1991 as a not-for-profit 501(c)(3) corporation and is dedicated to the preservation and development of the Apollo Theater. The Apollo Theater is a commissioner and presenter; a catalyst for new artists, audiences, and creative workforce; and a 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 3-4 fundraising events raising over \$5 million annually, and will be responsible for managing a variety of donor cultivation events.

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 Gala; Apollo in the Hamptons; and other special events
- Collaborate with development team to build volunteer committees
- Manage the design, copy and production deadlines for all event collateral including invitations, programs, signage, etc.
- Serve as liaison with vendors on event-related matters
- Manage budgets, prepare check requests, invoices, etc.
- Coordinate list management and seating arrangements
- Secure in-kind donations
- Utilize Archtics database to maintain and track donor data
- Recruit and manage event volunteers as needed
- Perform other functions as assigned

Qualifications:

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
- Ability to prioritize and work in a fast-paced environment and to juggle multiple projects
- Computer proficiency with Microsoft Office programs and database management systems
- Flexibility to participate in evening/weekend events and to travel, as needed

To apply, please send cover letter, resume and references to human.resources@apollotheater.org, with “Special Events Manager” in the subject line.

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.