**Big Brothers Big Sisters of Central Iowa (BBBSCI) is seeking a qualified candidate for the full-time position of Events & Marketing Manager (EMM).**

**The Events & Marketing Manager is a full-time position that is 60% Events Coordination and Management: 40% Marketing Coordination and Management. Reports directly to the CEO and is a part of the BBBSCI Resource Development Team.**

***Duties and Responsibilities:***

Responsible for coordination and management of BBBSCI fundraising events. Oversees three major annual fundraising events and is accountable for achieving set revenue, sponsorship participation, and fundraising goals. Supports quarterly Board-initiated and executed events, as well as periodic special events, including the BBBSCI **50th Anniversary Celebration in 2018**. Develops and stewards relationships with key community businesses, organizations, and leaders. Manages event volunteers. Develops successful strategies for increasing event participation, revenue growth, community awareness and volunteer engagement. **Must have the ability to work occasional evenings and weekends particularly around events.**

Responsible for BBBSCI’s marketing efforts to promote awareness of the organization and its programs, promote events, and recruit volunteer mentors with the support of a volunteer Marketing Committee. Develops marketing materials for events. Conducts brand management and creates increased brand awareness. Responsible for external communications through various media outlets including television, radio, print, and social media. Leads volunteer Marketing Committee in planning and executing marketing initiatives.

***Skill requirements:***

* Exceptional time management, organizational and project management skills.
* Self-motivated; ability to work independently and as a part of a team.
* Excellent written and oral communication skills.
* Ability to practice Continuous Quality Improvement in areas of responsibility
* Computer competence; including Adobe Creative Suite-InDesign, Illustrator, Photoshop, Acrobat Professional, and database management systems (Donor Perfect) **preferred**.
* Experience cultivating and stewarding relationships with event sponsors and volunteers.

***Qualifications:***

1. Bachelor’s degree from an accredited university, preferably in Marketing, Events Management, Public Relations, or related field.
2. Two years’ experience in Events Management and Marketing is preferred with demonstrated success leading an events team.
3. Demonstrated experience with setting and attaining fundraising goals.
4. Pass department of Criminal Investigation, Department of Transportation, and Child Abuse Registry background checks according to organization’s standards.
5. Possess a valid United States driver’s license.

***Physical Requirements:***

1. Able to lift 25-30 pounds and preform basic set-up and take down of events equipment (tables, chairs, promotional pieces), load/unload equipment and boxes, set and take down displays, etc.
2. While performing the duties of this position will occasionally be required to stand, walk, sit, climb stairs, stoop, and kneel. Some of the duties will be performed outdoors in varying climate and conditions.

***Application instructions:***

Send cover letter, resume, contact information for three professional references, and salary requirement to Dr. Nancy L. Muecke at [nmuecke@bbbsia.org](mailto:nmuecke@bbbsia.org) with Events & Marketing Manager in the subject line.

The position will remain open until filled.

BBBSCI is an Equal Opportunity Employer