



PART TIME EVENTS MANAGER

Building One Community (“B1C”) seeks a skilled and collaborative **Part Time Events Manager** who will play a key role in planning and executing B1C’s fund development events, including the Benefit Breakfast and Colloquium. Responsibilities include managing event timelines, logistics, and staff coordination; leading the Events Committee; and collaborating on themes, materials, and communications. The Events Manager will engage board members, maintain a sponsorship pipeline, oversee registration, seating, silent auctions, and manage budgets and vendor relations. The role ensures successful events and fundraising through efficient planning, donor engagement, and revenue tracking. The Events Manager is a hybrid, Part-Time non-exempt position consisting of 20 hour per week for the duration of 47 work weeks annually, reporting directly to the Director of Development and External Relations. The position allows for a hybrid work schedule of 2 days in office.

Essential Duties:

Responsibilities will include, but are not limited to:

Event Planning & Project Management

- Spearhead all B1C fund development events and campaigns, community outreach, and donor cultivation events. Including but not limited to Benefit Breakfast and Colloquium.
- Efficiently supervise event timelines and progress.
- Communicate event logistics to attendees, staff, and speakers, assigning and managing staff and volunteer roles.
- Oversee Events Committee: schedule meetings, take notes, and allocate committee roles.
- Engage Board Members and Board Alumni through solicitation list review and invitation personalization.
- Work closely with Development Director and committee to select event speakers & themes.
- Work closely with the Communications Department to produce and manage all event materials from start to finish, including but not limited to digital save the date, printed invitation, event day program, event day photography presentation, sponsorship and speaker posters, sponsor ads, table cards, constant contact email blasts, website event page, filming and post-production of event.
- Coordinate readiness of event day scripts for management, Board members, and speakers.

Sponsorship Strategy & Data Organization

- Maintain up-to-date sponsorship pipeline (in accordance with donor database, Donor Perfect).
- Define sponsorship levels and oversee outreach, book pledges, and produce gift invoices.
- Lead event registration; perform outreach for guest RSVPs, compile contact information, and spearhead seating chart in partnership with event co-chairs.
- Manage silent auction for Colloquium (find vendors, coordinate with board members, retrieve prizes, produce auction materials, build website, coordinate set-up, manage check-out and pick-up for winners.)
- Produce comprehensive revenue analysis to present to Board of Directors and Events Committee.

Budget & Vendor Relations Management

- Track revenue progress and manage expense budget.
- Manage relationships and workflow with different event providers: event venues, A/V, and text-to-give and silent auction providers.
- Work with printer to manage invoices, order execution, and reviewing proofs.

Required Qualifications & Skills:

- Bachelor's degree in Business Administration, Hospitality Management or a related field.
- 3-5 years of experience in Event Management
- Knowledge of QGiv and DonorPerfect preferred.
- Knowledge of Canva or similar design tools desired, Wordpress, Facebook, Zoom and Excel desired.
- Experience with email marketing platforms (e.g., Mailchimp, Constant Contact) and social media management tools.
- Knowledge of website content management systems (e.g., WordPress).
- Excellent organizational and time management skills, with the ability to manage multiple projects simultaneously.
- Photography and/or video editing skills are a plus.
- Fluent English communication skills required; Spanish language skills a plus.
- Belief in B1C's mission and goals.

About Us: Building One Community – The Center for Immigrant Opportunity is a non-profit organization established in 2011 to provide a comprehensive resource center for recent immigrants in the Stamford, CT area. B1C's mission is to advance the successful integration of immigrants and their families.

To apply for this position, please submit your resume to jobs@b1c.org. No telephone calls please.

Building One Community is an Equal Opportunity Employer