

Openings as of 9/16/2016

Special Events Manager

MAKE A DIFFERENCE AND CHANGE LIVES!

Waukegan Township was established in 1849 and currently serves a population of over 90,000. In addition to continuing to provide financial relief to low income area residents, Waukegan Township funds and administers many programs for area seniors, transitional facilities for men and women with children, and provide educational and scholarship opportunities for our youth.

General Summary and Purpose:

Responsible for the development, planning, budget management, logistics and production of assigned fundraising events including researching viable sponsors, soliciting ticket/tables sales, ad sales, auction and raffle items. Implements procedures to expand fund-raising in support of respective organization through maximization of net revenues, while continuing to build awareness of the programs and services it provides for the community.

Essential Duties:

- Manage day-to-day duties for Waukegan Township fundraising, cultivation, awareness building and recognition events.
- Supervise, plan, budget, execute and evaluate each event.
- Identify, solicit and manage event sponsors and supporters.
- Increase new committee participants, and midlevel sponsors for all events. Create opportunities, cultivate relationships, and work on expanding lower level sponsors to midlevel range to maximize event revenue.
- Secure new members for event committees. Cultivate and work with new members to increase event participation.
- Manage solicitation lists, donor outreach and follow-up for events and event programs.
- Obtain, evaluate, make recommendations, and process vendor proposals.
- Lead on-site management of events logistics where necessary.
- Maintain event donor history, attendance, and other Waukegan Township event-related information.
- Recruit, manage, and motivate event committee volunteers to work as a team and as advocates for Waukegan Township with a priority of increasing additional community awareness and philanthropic support. |
- Analyze event performance and prepare presentation for volunteer committee.
- Plan, coordinate and execute special community events, as needed.

Qualifications:

REQUIRED:

- Bachelor's Degree in Project Management or related field.
- Experience with the coordination and execution of special projects, events, fundraisers and activities.
- Experience with office technology.
- Working computer skills.
- Customer service skills.
- Residency within Waukegan Township boundaries.

DESIRED:

- Master's Degree in Project Management or related field.
- Experience in meeting and dealing with sponsors and vendors.
- Experience in supervising the work of others.
- Proficient in a variety of computer programs.

How to apply:

Position open until filled.

Applicants may email their applications and resumes to dortiz@waukegantownship.com

Applications may also be Faxed to (847) 244-5185

Mail or apply in person at 149 S. Genesee St., Waukegan, IL 600085.

www.waukegantownship.com

EQUAL OPPORTUNITY EMPLOYER

Waukegan Township is an Equal Opportunity Employer of Minorities/Women/Individuals with Disabilities/Protected Veterans and does not unlawfully discriminate under federal, state, or local laws. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, or protected veteran status.