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# Example of Manager, Special Events Job Description

Our company is searching for experienced candidates for the position of manager, special events. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for manager, special events

* Hire freelance help, as needed (pages, bartenders, hair/makeup)
* Work closely with senior staff to ensure objectives are met for each event
* Strategize, conceptualize and develop sponsorship and corporate partnership plans and solicitation strategies to build and secure equity for the organization
* Identify, prospect, and cultivate strategic, proactive relationships with potential sponsors and corporate partners, and other supporters of the philanthropic community
* Ensure the maintenance of a database of all contacts, key partners, desirable prospects, organizational assets, and internal stakeholders on both national and state/local levels
* Report on revenue projection pipeline of opportunities, highlighting all the prospecting, research, networking, outbound calls, and attendance at conferences, events, and/or programs
* Provide on-going stewardship of existing sponsors and corporate partners, ensuring that all sponsorship commitments and benefit deliverables have been met
* Work collaboratively with marketing and communications staff and colleagues to create customized content or presentations as collateral for use in sponsorship presentations, in accordance with the organization's mission, vision and strategy
* Execute fundraising campaign strategies for events that include existing and new donor base with the goal of growing sponsorship revenue
* Manage consultants and vendor relationships

## Qualifications for manager, special events

* Strong innovative mindset and solution based problem solving skills
* Able to excel in a dynamic, fast-paced environment while leading multiple activities
* Demonstrated ability to lead through influence across multiple lines of business
* Able to travel based on business need (25%)
* Able to work nights and weekends as required based on business needs
* A Bachelor’s Degree in Criminal Justice, Business, Accounting or Law