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# Example of Manager, Special Events Job Description

Our innovative and growing company is looking to fill the role of manager, special events. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for manager, special events

* Archives records of events
* Assists with some purchasing functions
* Collaborates on other projects as assigned
* Manage events team with an equitable delegation of tasks and responsibilities such as managing the store-wide master events calendar, invoice processing, and maintaining individual event budgets
* Ideate creative and on-brand event concepts that support the objectives of the company and the individual events
* Facilitate production for press and regional charity events including décor and visual conceptualization, timeline creation, store communication, vendor procurement and management, venue scouting, invitation and menu creation, and sourcing of materials
* Oversee and manage master fashion events budget corporate charitable giving budget
* Collaborates with the teams on implementation of regional events, including top customer, charity, and local marketing events, ensuring they are brand appropriate and executed with precision
* Liaise with the store and visual teams on a day-to-day basis on all company and departmental needs
* Compile event proposals for comprehensive marketing strategies for vendor proposals and negotiations

## Qualifications for manager, special events

* Proficiency with a Windows operating system, MS Word, Excel, Outlook, Internet, and Salesforce programs preferred
* Valid driver's license, automobile insurance, and access to a reliable vehicle
* Bachelor’s degree and a minimum of 7 years working in an events or marketing-related position
* 5+ years of experience in fund development, with specific fundraising event planning and management for a non-profit organization, is strongly preferred
* Certificate or degree in hospitality/event planning, business or related degree
* Minimum of 5 years directly related event planning experience