

	<i>Position:</i> Event Producer
	<i>Location:</i> Brooklyn, NY
	<i>Reports To:</i> National Director of Development
	<i>FLSA:</i> Exempt
	<i>Date Updated:</i> May 7, 2015
JOB DESCRIPTION	

Summary

The Event Producer is responsible for the planning, development, implementation and management of Outward Bound's 2015 National Benefit Dinner. The scope of work includes fundraising, event planning and production, as well as logistics. This person will work closely with Outward Bound's Director of Development and Development Coordinator.

This is a fixed term position from June 15 – November 6, 2015.

Essential Duties and Responsibilities

- Develop, manage and execute fundraising strategies.
- Finalize participation of event honorees and co-chairs (progress is already underway.)
- Collaborate with OB staff, honorees, chairs, committees and Board to edit and organize master solicitation list.
- Facilitate solicitation process from beginning to end.
- Identify corporate partner prospects and work with Development Director to approach.
- Ensure fulfillment of all promised benefits to event sponsors.
- Coordinate with OB team to ensure accurate tracking of payments and pledges. Provide Development Coordinator the information needed to manage event records in Raiser's Edge.
- Coordinate the selection of vendors, and negotiate competitive contracts.
- Maintain accurate budget and ensure expenses stay within allotted range.
- Work with Development Coordinator to track registration, table/tickets sales, journal advertisements and conduct follow-up as needed.
- In collaboration with Development Director to develop and implement event concept and theme incorporating appropriate lighting, ambiance, floral, décor, entertainment and graphic design (collateral development).
- Coordinate with Development Director to develop event run-of-



**OUTWARD
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Knowledge and Skills

show, including timeline, speaker selection, and drafting speaking points.

- Organize onsite set-up including, but not limited to: food and beverage service, registration, silent auction, lighting, rentals and audio visual needs.
- Assist in post-event activities, including following up on pledges, finalizing silent auction, and evaluating vendors.

- Firm understanding of how to design a fundraising event to meet objectives of fundraising, friend-raising and awareness-raising.
- Experience contracting and working with event vendors.
- Detail oriented with good organizational skills.
- Excellent computer skills in Microsoft Word, Excel, Outlook, PowerPoint internet and Raiser's Edge.
- Very strong and effective oral and written communicator.
- Dependability, resourcefulness, enthusiasm and professional conduct a must.

Education and Work Experience

- Bachelor's Degree with 3-5 years minimum experience in a non-profit development department, event planning firm or corporate event division.
- Familiarity with gala planning, fundraising and donor relations.

Compensation and Benefits

- Hours will vary across the length of the agreement – starting with part time and becoming full time as the event draws closer.
- Salary commensurate with experience.

To Apply

- Please submit a letter and resume to Penny Jeffers at jobs@outwardbound.org. Position will be filled as soon as possible.