

**Do you have a passion for being a part of creating change in the world? Are you interested in working in the fundraising arena? Are you freakishly organized and have a hawk's eye for details? Do you care about fonts, paper, brand and content? Are you socially conscious? Do you want the opportunity to work with world leaders and changemakers from a local to international level?**

**The JFM Group LLC is looking for a Fundraising and Event Manager to join their team!**

**This position will allow you the opportunity to work in a small, fast paced office with fundraising and event professionals to plan and execute premier fundraising events for some of New York's (and the world's) most highly-regarded non-profit organizations.**

**The Fundraising and Event Manager is responsible, in coordination with the JFM team, for the supervision and execution of the overall strategic plan, the fundraising campaign and the event management and program production plans on all assigned projects. They will specifically oversee all aspects of projects including, but not limited to:**

- From the beginning, being a significant participant on the JFM team as it creates the overall strategic plan; contributing specific fundraising, event management, and evening program ideas that all work together to help achieve the specified goals and objectives for each project
- Creation and maintenance of the project timeline, budget and revenues in Excel. Additionally, there are year to year and project to project comparisons that need to be created and analyzed in Excel
- Act as main point of contact for clients and manage all day to day communication with clients including leading meetings and preparing agendas and recap notes
- All day to day communication with vendors, venue, donors, etc.
- Managing all mailings: Save the Date, early reservation letters, invitations, personal notes campaigns, including preparing all mail merges.
- Managing all outreach lists in Excel and updating, de-duping and editing as needed
- Oversee/conduct research for additional fundraising prospects related to the specific participants in the project to expand revenues and donor base as well as future leadership and sponsors
- Managing follow-up call campaigns and overseeing staff. Creating follow-up materials and identifying next steps
- Liaise with all key fundraising and event leadership (Honorees, Board, Co-Chairs, Committees, Sponsors, etc.)
- Drafting all outreach letters and supporting materials for the fundraising campaign
- Venue booking and negotiations as well as all related decisions and logistics
- Writing and managing the RFP process for all vendors –catering, decor, a/v, design, printers, etc.
- Liaise with designer for all materials -Save the Date, invitation, printed program, etc.
- Take a leadership role in the creation and development of the Evening Program and its content, strategy and participants

- Working with audio visual and production teams on event program needs
- Managing the guest list and seating for all attendees up to and through the event for 300-1,000+ guests using Social Tables seating software
- Primary onsite contact for all elements on the day and night of the event

### **Qualifications**

- Bachelor's Degree required
- 3-5 years' experience in the fundraising and event management industry is highly recommended for this position
- A car is strongly recommended for this position
- Ability to multi-task and prioritize responsibilities, meet tight deadlines, work under pressure in fast-paced environment, and interact with wide range of people
- Good management, supervisory and client service skills
- Highly organized with great attention to detail
- Excellent interpersonal, communication and problem-solving skills
- Proficient in all Microsoft Office and social media applications
- Able to work evenings and weekends/holidays as project requires during peak event times

**Salary is commensurate to experience and will be discussed during the interview process along with additional benefits and incentives.**

**If you are interested in, and experienced for, this position, please submit resume and cover letter to [careers@thejfmgroup.com](mailto:careers@thejfmgroup.com)**