



Events Director

Chicago, IL

Back 2 School America (B2SA), a 501(c)(3) nonprofit, is seeking an Events Director to help grow the organization and fulfill its mission: to create and support educational opportunities that enrich the lives of children across the USA. Our Back 2 School initiative provides underprivileged children with free school supplies. Since inception we've given out more than 10 million free school supplies by partnering with schools, government agencies, and community organizations. We distribute these supplies in the form of Back 2 School kits, each containing approximately 30 grade-appropriate school supplies.

B2SA hosts over 50 Build-a-Kit events each year along with other contests and events to promote the organization's initiatives. These events are an essential element of B2SA's program and require an experienced Events Director to oversee and manage them effectively.

Summary

The Events Director is responsible for Overseeing and coordinating all aspects of B2SA events including Build-A-Kit event and Contest Events. The Events Director will need to manage scheduling, location logistics, recruiting volunteers, fundraising, and other related tasks. At each event, the Director will supervise and assist with event set up, ensure the event runs smoothly, manage event teardown, ensure assembled kits are ready for pick-up or delivery, and manage relationships with any sponsoring companies or community partners to ensure a successful outcome.

Job Accountabilities

- Create and manage event budgets and coordinate necessary administrative duties such as invoices that result from the execution of events.
- Create and maintain fundraising websites and manage social media accounts for all events.
- Manage and provide oversight of venue site-checks to research, coordinate, contract and execute event logistics.
- Act as liaison between B2SA's Board of Directors, the Board Events Committee, and other B2SA staff.
- Research, recommend and manage event logistics working with event partners.
- Manage press interviews.
- Assist in sourcing new volunteers and "super volunteers".
- Assist in developing fundraising programs to successfully meet Bank 2 School's goals.

Qualifications:

- Minimum 5 years of experience with event planning, staff and vendor management required.
- College degree in related field preferred.
- Must have valid IL driver's license and be comfortable driving and operating up to a 20' U-Haul truck.
- Ability to lift 35 pounds and spend long hours standing/moving around.

Additional requirements:

- A passion for working at a non-profit.
- Excellent interpersonal, time-management, and organizational skills are necessary.
- Proficiency in Microsoft Word, PowerPoint and Excel, as well as comfortable using Google Drive.
- Ability to learn, navigate and edit a WordPress website.
- Ability to learn, navigate and edit in Network for Good (the organization's CRM and fundraising tool).
- Owning a car is not a necessity, but extremely helpful. Mileage reimbursed (except to/from office)

Salary/Benefits:

- Salary to be determined based on level of experience. Typical salary ranges from \$60k to \$75k
- Paid vacation, free parking at office, ability to work remotely part-time, health insurance.

How to Apply/Inquire:

- Send a resume, cover letter, and references to info@b2sa.org. Please indicate **Events Director** in the subject line.