



JOB DESCRIPTION: EVENTS MANAGER

Downtown Boxing Gym Youth Program (DBGDetroit.org) is a 501(c)3, out-of-school time program for students ages 8 - 18, and alumni through age 25. Through education, athletics, mentorship and intervention, Downtown Boxing Gym (DBG) inspires Detroit students to become positive and productive members of society.

DBG is funded through a wide variety of supporters including foundations, corporations, individuals, and governmental entities. We host fundraising events and secure revenue through the sale of merchandise and facility rentals.

DBG is seeking a full-time **Events Manager**. This position reports to the Development Director. For consideration, please include a resume and three references. **Materials can be sent directly to Carolyn Geck at cgeck@dbgdetroit.org.**

COMPENSATION

Job Type: Full time **Schedule: Flexible as needed to accommodate evening or weekend events.**

Salary: \$45,000 - \$55,000

Benefits: All full-time employees are eligible to receive healthcare benefits, paid time off, 401(k) with company matching and company paid short-term disability coverage. Professional development opportunities available and encouraged.

RESPONSIBILITIES

- Drive the creative/concept development, planning, and execution of signature fundraising and third-party events, including project management, processes, timelines, budgets, volunteers, layout, and committee management.
- Manage events by coordinating with applicable staff and committees, scheduling/supervising volunteers and team members, purchasing supplies, planning and executing event set-up and break down, and keeping detailed records of expenses and revenue.
- Collaborate with external partners in support of the event vision and execution.
- Oversee and negotiate contracts for all event vendors.
- Conduct research on new fundraising opportunities and industry trends.
- Manage event inquiries and facility rentals, including replying to initial contact, providing/finalizing contracts and fees, hosting tours, preparing event space, providing and supervising team members and volunteers, verifying licenses and permits, assessing facility and materials post-event, taking action to remedy, and restoring the facility to original setup and condition, and offering other assistance as needed.
- Distribute venue information to event coordinators and websites.
- Craft outreach plan and proactively pursue creative rental and event occupancy for off-programming hours.
- Recruit and coordinate volunteers for all DBG fundraising events, programs events, and administrative and facility tasks.
- Nurture volunteer relations, including onboarding new volunteers, encouraging participation, and tracking contact information and volunteer hours.
- Ensure all fundraising and facility rental events are in alignment with brand guidelines.
- Collaborate with the communications team to ensure the website, social media, and other digital content are up-to-date with relevant information, dates, and photos.
- Monitor in-house events, maintaining close contact with clients, service contractors, and team members to ensure success. Follow up on all client requests, concerns, and issues.
- Manage event fundraising efforts, including securing items, signage, and processes for registration/sales.
- Assist organization with various projects/special assignments, and perform other assigned duties as needed.



QUALIFICATIONS

- Bachelor's degree preferred
- Minimum three years of event coordination experience
- Coordination and management experience of external event staff, vendors, volunteers, and guests
- High level of initiative
- Skillful interpersonal and communication abilities are essential, both written and verbal, for diverse audiences
- Comfort working with computers, technology, and data systems
- Enthusiastic ability to work collaboratively with and be respectful of diverse team members, board members, committees, partners, vendors, volunteers, supporters, parents, students, and the general public
- Outstanding time management skills
- Demonstrated high-level organizational skills and attention to detail
- Ability to rapidly adapt to changing situations and meet concurrent deadlines in a fast-paced environment, including one with a student population

Great to have:

- Existing relationships with Metro Detroit vendors, restaurants, and philanthropic partners
- Knowledge of Salesforce or other CRMs
- Marketing, communications, business development experience
- Prior experience with youth development, after-school programs, or educational environments
- Previous engagement with low- to moderate-income families
- Lived experiences that align with those of our students

**At DBG we go above and beyond,
not because we have to, but because we want to!**