



## JOB POSTING Event and Communications Manager

Work in an exciting Development setting to support programs that reduce hunger and poverty and encourage health and self-sufficiency. Manage planning and execution of fundraising special events as well as communications in digital, print and other formats. Play a lead role in coordinating Fill The Bag Benefit and other events. Coordinate inquiries and visits by press and media. Collect stories and pictures of our participants. Manage website and creation of print and e-newsletters and e-blasts. Coordinate special projects including presentations by Senior Management and visits from VIPs. Supervise PT/per diem staff and interns, and coordinate NYCP staff and volunteers during events. Work independently with vendors and partners for events and communications projects.

### **Principal Duties and Responsibilities:**

- Work closely with Senior Director of Development and Communications to set message and strategy and lay out calendar of events and communications.
- Coordinate fundraising events, including venue logistics and management of donor/vendor tracking for annual Fill The Bag Benefit in the Spring, September Supper, and other fundraising events. Plan and carry out smaller events such as ribbon-cuttings.
- Collect and draft participant stories. Take photos for activities involving volunteers and clients.
- Manage website and creation of print and e-newsletters and e-blasts.
- Liaison to vendors and consultants including event management, venues, PR, digital marketing, design, and printing.
- Interface with press and media representatives independently, coordinate with Senior Managers and staff as needed.
- Coordinate special projects including presentations by Senior Management and visits from VIPs.
- Schedule and supervise per diem workers as needed to carry out tasks including photography, story collection, and other communications projects; gift entry and acknowledgment, research; and special events. Coordinate staff and volunteers during events.
- Support Senior Director of Development and Communications to coordinate Development team in carrying out gift processing and acknowledgment, research, and special projects.

**Qualifications:**

- BA Degree and minimum of three years Development experience, including two years events & communications experience.
- Excellent verbal, written, organizational and leadership skills.
- Able to supervise staff and interns, and work successfully, with limited supervision, with supporters, vendors, program partners, and others.
- Attention to detail and ability to multi-task.
- Comfort in a fast-paced, high energy work environment with ongoing deadlines.
- Experience with digital media platforms and outreach, as well as CRM software for donor tracking and management. Knowledge of computer software including MS Word, Excel, PowerPoint.
- Knowledge of WordPress a plus.
- Some evening and weekend work required.

**What We Offer:**

- Medical, Dental, and Vision benefits.
- 403 B Retirement benefit.
- Paid Holidays, Sick Days, and Vacation.
- Pre-tax Transit benefits.
- No-cost Life Insurance benefits.

*NY Common Pantry is an equal opportunity employer and makes employment decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability status, or any other status protected by law.*