Events Manager
Daniel Murphy Scholarship Fund

February 3, 2017

About Us

The mission of the Daniel Murphy Scholarship Fund (DMSF) is to give high school scholarship assistance and educational support to bright Chicago students from economically disadvantaged backgrounds. DMSF makes a life-altering difference in the lives of its Scholars by providing them with a four-year scholarship to a private college preparatory high school and, along with it, access to the best opportunities to succeed in high school, college and beyond.

DMSF has been serving Chicago’s most vulnerable students and their families for 28 years. The first four DMSF Scholars began high school in 1990. DMSF now awards 135 new scholarships each year. Nearly all of the Scholars complete the program and virtually 100% of our high school graduates go on to college. Over four hundred Murphy Scholars are currently enrolled in independent and parochial college preparatory day schools in the Chicago-area, as well as in boarding schools around the country. DMSF plans to increase the number of Murphy Scholars to 500 by 2020.

Position Summary – Events Manager

DMSF seeks a self-starting project manager to step into a newly reimagined Events Manager role. This individual will contribute to the success of the Development Department and the organization as a whole by overseeing all events hosted by DMSF. The Events Manager will build on the success of a handful of key fundraising events and will be asked to consider new fundraising and friend-raising opportunities. S/he will also be an important partner to the Education Department as they coordinate events for our Scholars and their families. This person will take a holistic approach to event planning, from imaginative concepts to audience-centered execution, while at the same time managing the myriad details that make an event come to life.

The Events Manager will report directly to the Chief Advancement Officer and work closely with the Chief Education Officer as needed. S/he will be a member of the Development team but will work closely with all staff members as we drive towards organizational growth goals.

Role and Responsibilities

Event Execution

The Events Manager will produce and manage the current roster of DMSF fundraising events, which include:

- Golf Classic – This is DMSF’s largest fundraiser and is considered the premier charity golf event in Chicago. Held each year on the first Monday in June, the Golf Classic raises more than $1.5M annually, with over 400 golfers participating. It includes lunch and golf on five courses. After golf all participants gather at one of the host clubs for cocktails and dinner, which includes a short program as well as silent and live auctions. Duties include event planning, golf committee management, country club coordination, program coordination, securing and distributing golfer gifts, the procurement of items for and the execution of the silent auction, and planning for and completing all day of event logistics.
• Cupids & Cocktails – This is the DMSF Associate Board’s annual event, held just prior to Valentine’s Day. The Events Manager will work closely with the Associate Board in managing all aspects of the event, including venue selection, sponsorship solicitation, securing auction items and planning the program for the event.

• Women’s Luncheon – In its second year, the Women’s Luncheon brings together more than 200 like-minded women and supporters to raise awareness of and funds for the DMSF mission. The Events Manager works closely with the Women’s Luncheon Committee to coordinate all aspects of event planning and the day of luncheon program logistics.

• Ignite Potential Night (IPN) – Also in its second year, the IPN cocktail reception attracts business professionals to a fun filled evening in the West Loop neighborhood of Chicago. Event management duties include sponsorship coordination, IPN committee management and communication, program production, and venue oversight.

• Education Department events for which the Events Manager will coordinate logistics include DMSF’s annual Awards Ceremony, Interviewer Thank You Event, summer bridge programming, and Scholar Picnic.

The Events Manager will take the lead on the follow critical components of planning:

• Creation of a detailed timeline with deadlines and assignments
• Vendor selection and management
• Committee coordination and management
• Registration and check-in process including logistics communication with attendees and volunteers
• Venue search, management, and negotiations
• Creation and management of event budgets

Administration, Database, and Communications

• Develop and track budgets for each event, create and update work plans providing timely reporting to the Chief Advancement Officer and Executive Director on event status updates related to sponsorship progress and registration/ticket sales.

• In collaboration with other DMSF development staff, provide assistance and support to all special event registration database entry and event reporting.

• Work closely with the DMSF communications staff to ensure all messages are produced and clearly communicated/marketed to the various stakeholders and donor segments, and help ensure that the DMSF website and all social media channels are utilized and updated regularly.
Qualifications

The ideal candidate must be highly organized, energetic and committed to the Scholars DMSF serves. S/he must be able to exercise creativity and innovation, and also be independently motivated to execute the details of the event plan. Highly developed interpersonal skills are essential and the candidate must be able to keep ongoing events fresh, engaging and profitable. In addition, the candidate must have the following qualifications:

- Bachelor’s degree and a minimum of two years’ experience in event planning or project management required; sales, marketing, and promotions experience preferred
- Excellent written, analytical, and oral communication skills
- Ability to facilitate group processes in consensus building, conflict resolution, planning and decision making
- Experience crafting and monitoring budgets
- Comfort and ability to work as a member of a collaborative team, inspire others to do the same and see projects through from start to finish
- Proficiency with CRMs; preference on Blackbaud products, specifically RaisersEdge and the RE Event Module
- Spanish language ability is highly valued but not required

Salary and Benefits

- Annual salary is commensurate with experience
- A competitive benefit package, including health insurance, disability coverage, retirement account with company matching, and a flexible spending account, is included
- DMSF provides a supportive, creative and friendly work environment

To Apply

- Resume and Cover Letter are both required; incomplete applications will not be considered
- Deadline to apply is Friday, March 3rd; applications will be reviewed on a rolling basis
- Please submit your application directly to Meg Sykes, Development Associate, at meg@dmsf.org for initial review