

Position Title: Events Manager
Status: Full-Time
Location: New York City

Organization: American India Foundation

Overview: The American India Foundation (AIF) is committed to catalyzing social and economic change in India and building a lasting bridge between the United States and India through high-impact interventions in education, livelihoods, public health, and leadership development, with a particular emphasis on empowering girls and women to achieve gender equity. Working closely with local communities, AIF partners with NGOs to develop and test innovative solutions and with governments to create and scale sustainable impact. Founded in 2001, AIF has impacted the lives of more than 8 million of India's poor and aims to reach 10 million by the end of 2022-23. The organization is a high-growth mode and wants to expand its digital fundraising footprint both in the US and in India. Learn more at www.AIF.org

Job Summary:

As an integral part of the AIF – East Coast team, the Events Manager will be responsible for the planning and execution of all special events to further the organization's strategic goals. The Events Manager will oversee a variety of in-person and virtual events designed for fundraising, cultivation, stewardship, and community building. The Events Manager will be responsible for the development, implementation, and evaluation of events to engage the desired constituencies.

Acting as lead strategist on all events, while working closely with the Director of Development – East Coast, the Manager will collaborate with staff and volunteers to conceptualize events and oversee all aspects of implementation to ensure quality and alignment with AIF's strategic goals and policies.

Reporting and relationships:

The role will report to the Director Development – East Coast of the organization.

Job Functions:

➤ **Event Management (80%):**

- Oversee full-cycle event planning for a wide variety of high-profile AIF Events including but not limited to identifying new and innovative content and speakers, event goals, objectives and requirements, site/vendor selection and management, promotion/marketing strategies, event implementation, and post event evaluation.
- Work with leadership to determine annual special event strategic goals, revenue goals, track progress, and measure and evaluate events to inform future planning.
- Manage the events budget and coordinate regular financial updates with the CFO.

- Develop and maintain relationships with venues; catering companies; audio-visual specialists; speech writers; florists; and other vendors according to event needs, preferences, budgets, and resources.
- Work with leadership to determine personnel availability for staffing needs (while supplementing, if necessary, with outside support) and manage the team to execute the event.
- Work with the Communications team to create and manage event marketing communication plans, including print, web, social media, and mail mediums.
- Develop policies and procedures that ensure the smooth and professional operation of AIF's special events initiatives.
- Integrate event data with donor database, gift processing and donor services.
- Stay up to date on the latest event trends.

➤ **Fundraising (20%):**

- Cultivate and manage mid-level event sponsors and all attendee relationships.
- Research potential new event sponsors.

Key Skills, Competencies and Desired Qualifications:

- Bachelor's Degree is required.
- 4-5 years of professional event management experience, preferably in a non-profit setting.
- Extremely organized, meticulously detailed, and always has at least one backup plan.
- Ability to work well independently, make independent decisions, seek support and escalate when needed.
- Experience designing and working with vendors to produce event materials.
- Skilled in managing complex events, and experienced with both event planning and day-of execution.
- Ability to lead fundraising events that generate revenue and meet or exceed financial goals which creatively convey our mission and programs.
- High level of professional communication with good interpersonal skills to work closely with donors, staff, volunteers, and international colleagues.
- Proficient in Microsoft Office and Google Application Suites with a high level of general computer competency.
- Familiarity/experience with Raiser's Edge or other CRM (training available).

Salary: American India Foundation offers a competitive salary based on experience and skills.

Benefits: American India Foundation offers an excellent benefit package including the below:

- Medical insurance (comprehensive benefit package 100% paid by AIF).
- Dental and Vision insurance.
- AIF paid 403(b) plan.
- Pre-tax flexible spending accounts.
- Life insurance paid by AIF.
- Paid Maternity Leave.
- Commuter benefits.
- Paid vacation and sick time.
- Employee Assistance Program(EAP).
- Opportunities to learn and grow in all aspects of a non- profit organization.

The policy of AIF is to afford equal employment opportunity for all employees, without discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by federal, state, or local law.

HOW TO APPLY

Applicants MUST be eligible to legally work in the United States of America.

Please send your resume and cover letter to: ny@aif.org

Due to the potential volume of responses, only candidates selected for an interview will be contacted.