



Young Leadership Council Events and Sponsorship Coordinator

The Young Leadership Council improves the quality of life in New Orleans and develops young professionals as leaders through civic engagement and volunteer-led community service projects. The *Events and Sponsorship Coordinator* is charged with developing and implementing an effective corporate sponsorship and events program. Two primary goals of the position are to maximize the fundraising potential of YLC's existing annual events – Wednesday at the Square and Role Model Awards Gala – and grow YLC's Corporate Membership base. The Special Events and Sponsorship Coordinator will report to the Executive Director and work closely with the Communications and Engagement Coordinator and Projects and Operations Manager. Specific responsibilities include:

- Coordinate and implement all special event activity within the organization (see details below);
- Develop an integrated corporate giving strategy that includes:
 - Corporate sponsorship to support Wednesday at the Square and the Role Model Awards Gala
 - Annual YLC Corporate Membership benefits
 - In-kind support of YLC's community service projects
- Lead efforts to research, identify, and solicit corporate and special event prospects;
- Develop and manage relationships with corporate sponsors and prepare corporate sponsorship proposals;
- Negotiate sponsorship/partnership terms based on event goals, YLC strategic priorities, and guidelines set with the Executive Director;
- Serve as staff representative to the Wednesday at the Square and Role Model Awards Gala committees to develop event revenue goals, budgets, and timelines;
- Track event budgets and provide regular income reports;
- Manage all elements of sponsorship fulfillment to ensure contracts are properly executed;
- Collection, document, and archive of all corporate partnership activities (photographs, video, narrative reports), collateral, audience stats, etc. for final and interim reports;
- Maintain Raiser's Edge database for tracking all sponsorship and development activities; Work with vendors to facilitate day-of event logistics including catering, rentals and production;
- Collaborate with the Communications and Engagement Coordinator and outside designers (when needed) to develop digital and print communications needed for events and sponsorship-related activities, including invitations, event signage, website updates, social media, and more.
- Oversee invitation lists and mailings;
- Send acknowledgement letters; process ticket purchases; organize auction solicitation lists/inventory;
- Prepare monthly and annual development reports to assess event and sponsorship fundraising efforts;

Position Requirements

- Bachelor's degree in marketing, communications, business, hospitality or related field;
- One or more years of experience in event coordination and planning;
- Demonstrated success in fundraising and development efforts, particularly in securing sponsorships; Experience with email marketing software and donor management databases.
- Able to provide excellent customer service to prospects and current sponsors
- Able to work a flexible schedule, which often includes evenings and weekends, as necessary
- Demonstrated relationship-building and networking skills
- Experience working alongside volunteer committees
- Regular access to a car with valid driver's license and insurance



Related Skills & Other Qualifications

- Excellent organizational skills and the ability to successfully manage multiple priorities
- Strong results-oriented professionalism
- The ability to operate effectively in high-pressure situations
- Excellent written and verbal communication skills, with the ability to communicate effectively to diverse groups
- Energetic and possesses creative problem solving skills
- Detail oriented
- Comfortable working both independently and in teams
- Strong technical and computer skills
- Passion for YLC's mission and familiarity with its community projects

The salary range for the position is \$35,000-\$38,500 depending upon experience.

Visit the Young Leadership Council website (ylcnola.org) to learn more about our strategic priorities and our mission. A cover letter explaining your interest in the position and a resume are required to be considered an eligible applicant. Applications will be reviewed on a rolling basis. Closing date for applications is January 29, 2017.

For consideration please send a cover letter and resume to jobs@ylcnola.org. No phone inquiries please.