



Urban League of Broward County Job Vacancy Posting

Title: Special Events Manager

Supervisor: Senior Director of Marketing & Corporations

Division: Philanthropy & Communications

Status: Part-Time

Revision Date: October 2026

SUMMARY:

The **Special Events Manager** is responsible for planning and executing high-impact events that support corporate partnerships, sponsorship fulfillment, fundraising, and brand visibility. Reporting to the Senior Director of Marketing & Corporate Partnerships, this role plays a key part in delivering polished, revenue-aligned experiences that strengthen relationships with corporate partners, donors, and community stakeholders.

This position focuses on events as a strategic revenue and partnership tool ensuring all activations, sponsorships, and experiences are executed at a high level and deliver measurable value to partners and the organization. The Special Events Manager works cross-functionally to support corporate engagement, donor cultivation, and brand-building initiatives through well-executed events.

CORE DUTIES AND RESPONSIBILITIES:

Event Planning and Execution

- Plan and execute a portfolio of events including corporate-sponsored events, fundraising activations, donor experiences, and community engagement events
- Develop detailed event timelines, run-of-show documents, and logistics plans.
- Manage all event logistics including venues, vendors, catering, décor, audiovisual, and staffing.
- Lead on-site execution to ensure seamless delivery and high-quality experiences.

Corporate Partnership and Sponsorship Fulfillment

- Work closely with the Senior Director of Marketing & Corporate Partnerships to execute sponsorship deliverables and brand activations
- Monitor public policy issues relevant to the organization's mission and advise senior leadership on opportunities and risks.
- Coordinate with leadership to represent the organization in public forums, coalitions, and government-related initiatives.
- Support advocacy and public engagement strategies that align with the organization's mission and strategic priorities.

Revenue and Fundraising Alignment

- Support fundraising goals by executing events that drive sponsorship revenue, donor engagement, and relationship-building.
- Collaborate with the philanthropy team to support donor cultivation and stewardship events.
- Assist in maximizing revenue opportunities tied to events, including sponsorships and partner activations.

Vendor and Budget Management

- Source, negotiate, and manage vendor relationships to ensure quality and cost efficiency.
- Track and manage event budgets in alignment with revenue goals.
- Oversee contracts, invoices and payments related to events.

Marketing and Brand Coordination

- Partner with marketing to support event promotion, registration, and attendance.
- Ensure consistent branding across all event touchpoints and materials.
- Support event-related communications including invitations and follow-ups.

Guest Experience and Relationship Support

- Design and deliver exceptional guest experiences, particularly for sponsors, donors, and VIP attendees.
- Support relationship-building efforts during events by coordinating VIP engagement and partner interactions.
- Assist with post-event stewardship, including acknowledgements and follow-up communications.

Data, Reporting, and Continuous Improvement

- Track event performance including attendance, sponsor engagement, and overall success.
- Provide post-event reports with insights, outcomes, and recommendations.
- Maintain accurate event data and documentation for future planning.

Qualifications

- Bachelor's degree or equivalent experience in event management, marketing, hospitality, or a related field.
- 3–5 years of experience planning and executing events, preferably in nonprofit or corporate partnership environments.
- Experience supporting sponsorships, brand activations, or fundraising events preferred.
- Strong project management and organizational skills with the ability to manage multiple events simultaneously.
- Excellent communication and relationship management skills.
- Ability to work flexible hours, including evenings and weekends as needed.

Key Competencies

- Event Strategy and Execution
- Sponsorship Fulfillment and Brand Activation
- Vendor and Budget Management
- Corporate Partnership Support
- Guest Experience and Relationship Building
- Cross-Functional Collaboration

Certificates, Licenses, Registrations

- Must have a valid Florida driver's license and reliable transportation.
- Must pass a Level 2 background and drug screening.

Submit Cover Letter and Resume to:
HIRING@ULBCFL.ORG

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER