



**Position:** Special Events Manager  
**Organization:** After School All-Stars  
**Reports to:** Chief Development Officer  
**Location:** Los Angeles, CA

#### ORGANIZATION BACKGROUND:

Founded in 1992, [After-School All-Stars](#) provides free, daily afterschool programs to over 90,000 youth in over 450 school sites in 19 chapters across the U.S. Our vision is for our All Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

#### A UNIQUE OPPORTUNITY:

After-School All-Stars is looking for a responsible Events Manager who will be supervising all aspects of logistics for the national office of After-School All-Stars' (ASAS) Special Events as well as the creation and dissemination of training modules and event toolkits for ASAS' chapter network. This is a key role that will primarily support the organization's largest national fundraising event, The Westtime Charity Night, as well as The After-School Summit and a 3<sup>rd</sup> national event still under development. In addition, ASAS Chapter events that require support range from sport-based events and casino nights to galas and luncheon panels. This position will support the management of online fundraising events on platforms such as Prizeo, Charity Buzz and Omaze. The role will be part of the Development team, supporting the Chief Development Officer (CDO) and working closely with the Chief of Staff (COS), in the planning and execution of signature events.

#### SPECIFIC RESPONSIBILITIES:

##### EVENT OPERATIONS

- Responsible for internal and external communication of event production timelines and needs, including the planning and running of pre-event production and timeline meetings and post-event production debriefs and event ROI evaluation
- Prepare timely progress reports on all elements of production and logistics for the event committee and event management
- Participate in event committee meetings, staff meetings, and other meetings as needed (some nights and weekends required)
- Prepare and distribute minutes and other relevant documents both before and after relevant meetings
- Manage the inventory and upkeep of storage of items related to events
- Evaluate and integrate event management and payment apps and systems (MobileCause, iATS, Greater Giving, etc.) with other existing ASAS assets
- Work with marketing department on A/V and tech needs for event production

##### EVENT BUDGETING

- Prepare realistic budgets and timelines for each event and work with all internal and external event parties to assure that deadlines are met, and a smooth production is achieved
- Responsible for the timely upkeep and adherence of all Special Events expense budgets and reconciliation with Finance and Development Operations

##### SOLICITATION

- Year-round solicitation and procurement of auction packages as well as manage auction production logistics including timeline, production planning, mapping and load-in, set up/tear down, payment processing, shipping and fulfillment
- Work with Development and Marketing departments on sponsor benefit packages: from pitch to benefit fulfillment



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#### LOGISTICS

- Manage successful integration of event vendors including, but not limited to: production companies, rentals, audio, visual, etc.
- Manage successful event guest experience and check-in/out as it relates to production
- Manage the successful logistic integration of all sponsors (delivery, proper display, etc.)

#### DEVELOPMENT

- Work with development staff to ensure that donors and VIPs at each event are adequately handled and supported

#### CAUSE MARKETING

- Support the CDO and COS in the cultivation of relationships with influencers
- Work closely with Marketing in the logistics of online campaigns on fundraising platforms such as Prizeo, Omaze and Charity Buzz.

#### CHAPTER EVENT SUPPORT

- Create event toolkits including all aspects of marketing, production and best practices around donor and board involvement for each chapter event type: sporting events, casino nights, galas, school-site events and panel-style events
- Provide quarterly trainings on event logistics models via webinar
- Join occasional regional meetings or weekly 1:1 meeting with chapters staff and their Regional Executive Director to ensure chapter's event planning processes are aligned with best practice.

#### WHO SHOULD APPLY?

The Events Manager will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive, and demonstrate a passion for ASAS' work and mission to provide high-quality afterschool programs for low-income youth that help them succeed in school and in life. The successful candidate will also possess:

- A minimum of five to seven years of event production experience required (non-profit event production a plus);
- Exceptional organization, data-manipulation, and logistics skills including exceptional written and verbal communications skills required
- Ability to work as part of a team; and a tenacious commitment to achievement of agreed-upon budgets and timelines
- Strong computer skills and knowledge of the MS Office Suite including word processing, database operations, spreadsheets, and other software systems; experience with CRM (Salesforce) and other event apps and systems are a plus.
- PR and marketing experience a plus, including working with influencers and high profile individuals.
- Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, socio-economic backgrounds, religions, ages, English-speaking abilities, and physical abilities in a multicultural environment.

#### SALARY AND BENEFITS:

The salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS promotes a healthy work/life blend and offers a competitive benefits package, including medical, dental, vision, a 403b match, 18 days of paid time off, flex time, and 15 paid holidays.



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ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.

**HOW TO APPLY FOR THE SPECIAL EVENTS MANAGER ROLE:**

Please submit a **resume and cover** letter via e-mail to: [asasjobs@afterschoolallstars.org](mailto:asasjobs@afterschoolallstars.org). Your cover letter should be in PDF format, addressed to the Senior Director of Talent Development, and indicate how your experience is relevant to this role with [After-School All-Stars](#). Please put "Special Events Manager" and your last name in the subject heading.

**LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:**

To learn more about ASAS, please visit our website: [www.afterschoolallstars.org](http://www.afterschoolallstars.org)