



Founded in 2005, New Heights Youth, Inc. is a New York City-based non-profit organization located at the **Major R. Owens Health & Wellness Community Center** in **Crown Heights, Brooklyn** that uses sports to help young people rise to their potential physically, emotionally, socially and academically. Our mission is *“to educate and empower promising underserved youth to be leaders, champions and student-athletes by developing the skills necessary for success in high school, college and life.”*

Through a variety of after-school, weekend and summer programs, New Heights engages over 1,500 youth and young adults annually, the majority of whom represent racially and/or economically marginalized communities. We are currently expanding our signature College Bound program and introducing new community-based services that will deepen our impact in Brooklyn and throughout New York City. Our current programs include:

- Travel basketball teams
- Academic support, tutoring, counseling and workshops focused on social-emotional learning and life skills
- High school preparation, guidance and placement services
- College preparation, guidance and placement services
- New Heights Summer Academy (an academic-athletic summer program)
- Community-based clinics, leagues, camps, workshops and events

The **Events Manager** will be critical in managing all development-focused New Heights events, including The GameChangers Ball (our annual gala), MADNESS, Team Challenge and donor cultivation events. This is a unique opportunity to contribute significantly to a fast-growing, high-potential organization. The position is full-time, reporting to the Chief Development Officer. This role is expected to be onsite at our new office in Brooklyn. The first 90 days will be five days per week in the office, and then we will shift to a hybrid model, with a minimum of three days per week in the office.

Primary Responsibilities:

Strategic Planning and Donor Outreach:

- Collaborate with the development team in strategic planning for annual fundraising events, including GameChangers Ball, MADNESS, and the Team Challenge Shoot-a-thon.
- Assist in donor outreach efforts, ensuring effective communication and engagement with potential sponsors and attendees.

Event Planning

- Liaise with vendors, sponsors, and stakeholders to ensure smooth execution of events.
- Monitor event budgets and expenditures, striving for cost-effectiveness and financial efficiency.
- Collaborate with development/communications teams to develop promotional materials and event strategies.
- Maintain accurate records and documentation related to events, including attendee lists, sponsorship agreements, and post-event evaluations.
- Stay updated on industry trends and best practices in event management and fundraising.

Corporate Event Design:

- Conceptualize and design corporate events such as “Lunch and Learn” sessions, site visit tours, etc., ensuring alignment with organizational goals and values.
- Implement follow-up strategies to maximize engagement and support for corporate events.

- Fundraising Event Support:
- Provide comprehensive support for ongoing fundraising events and initiatives.
- Assist in planning logistics, coordinating ticket and sponsorship sales, managing auctions, and executing outreach and communication strategies.

Qualifications

- Bachelor's degree in Event Management, Marketing, or related field.
- Proven experience in event planning and management, preferably in a fundraising or non-profit environment.
- Strong project management skills, with the ability to multitask and prioritize effectively in a fast-paced setting.
- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders.
- Detail-oriented mindset with a focus on delivering high-quality, impactful events.
- Flexibility to work occasional evenings and weekends as required by event schedules.

Ideal Candidate

- Strong interpersonal, communication, organizational, and project management skills
- Self-starter with a proven record of multitasking
- Proven record of working independently and managing and executing multiple projects
- Team player who can collaborate across verticals and with external stakeholders
- Experience working with youth-based organizations is a plus but not required
- Passion for the New Heights mission

Salary and Benefits:

- Salary compensation range depending on experience and qualifications: \$55,000 - \$65,000 annually.
- Opportunity for professional growth and development within a dynamic and mission-driven non-profit organization.
- Comprehensive benefits package including:
 - Insurance – Medical, Dental, Vision
 - 401k with employer contribution
 - 20 PTO/15 Holidays, not including an organization-wide week off in the summer

How to Apply:

- Please send a resume and cover letter to Ashley Faison at afaison@newheightsnyc.org. Please put "Events Manager" in the subject line. No phone or fax inquiries – we will respond if we require further information.