



JOB VACANCY

February 2017

Special Events & Marketing Specialist

Location: Hempstead 11550

EAC NETWORK seeks a Special Events & Marketing Specialist to work full time in not for profit agency located in Hempstead, Nassau County. The Special Events & Marketing Specialist is responsible for fundraising and marketing/public relations support to the Development Department; planning and execution of special fundraising events and other projects assigned to attract funding and maintaining and promoting agency's mission and vision through marketing and PR communications. S/he will work closely with board and committee members, honorees, vendors, the media, and volunteers. Position is Monday-Friday 9:00AM - 5:00PM with flexibility for evenings and weekend availability. Excellent benefits medical/dental/401K and very generous Paid Time Off plan (PTO). All qualified applicants will be afforded equal opportunities without discrimination because of race, color, religion, national origin, marital status, sex, age, sexual orientation, gender identity, disability, or protected veteran status. EAC NETWORK is an EOE.

Candidates are encouraged to view agency Web site at www.eac-network.org

RESPONSIBILITIES:

- Coordinate logistics of major fundraising events including invitation production, seating, staffing, and vendors (caterers, designers, printers, entertainment, etc.)
- Cultivate and expand sponsorship development and fulfillment; manage event registration
- Secure live/silent auction items, prizes, and in-kind donations
- Manage and engage event committees and lead committee meetings; coordinate volunteers
- Account for and track all special events income and expenses; produce financial reports
- Implement innovative and effective marketing and PR strategies to build and nurture the EAC Network brand and assure consistent communication of said brand to drive donation growth
- Proactively coordinate media interest; develop and maintain an excellent working contact with media (press for events, feature stories, online, broadcast media, etc.); organize and handle press and media outlets at events
- Write, review, edit, and distribute press releases, ghost writing for senior staff, and articles to be published in blogs, magazines, newspapers, and newsletters as well as other materials
- Design and create original materials including Annual Reports, newsletters, brochures, flyers, event invitations, programs, digital and print ads, and other materials as needed
- Update WordPress website and Social Media accounts; analyze trends

QUALIFICATIONS:

- Bachelor's Degree in a related field required
- Minimum of one years' relevant experience required, preferably in a not-for-profit setting
- Proficiency in Microsoft Office, with expertise in Excel, Word, and PowerPoint required
- Experience with Adobe Creative Suite, eTapestry, WordPress, and Constant Contact preferred
- Must be willing to work flexible schedule to include occasional early morning and evening hours
- Excellent conceptual, organizational, leadership, and oral and written communication skills required
- Possession of valid New York State driver's license and access to an automobile for local travel and some work outside business hours required.

HOW TO APPLY:

E-mail resume/cover letter to: employment@eacinc.org