



Director of Special Events

Job Description

The Rocking the Boat Director of Special Events is an integral member of a four member Development team, helping to raise an annual budget of \$2.6 million to support award-winning Bronx-based youth development activities. The organization's programs include after-school and summer programs in traditional wooden boatbuilding, sailing, and environmental science, a job readiness program, comprehensive student support services, a public rowing program, and school and other group environmental and sailing education programs.

Responsibilities

- Planning and producing two major annual fundraising events
 - Whitehall Award—a spring gala for 300 at the New York Yacht Club
 - Rocking Manhattan—a circumnavigation of Manhattan Island in the fall by 10-12 teams in rowboats
- Launching new winter fundraising event at Rocking the Boat targeted to Bronx businesses
- Organizing logistics for summertime stewardship and cultivation events
- Managing outside event consultants and vendors
- With Director of Communications, creatively promoting events on social and traditional media
- Tracking tasks and contacts in Salesforce database
- Processing event-related gifts and drafting acknowledgment letters to donors

Qualifications

- Three to five years' nonprofit fundraising, event management, marketing, or promotion experience
- Exceptional written and verbal communication skills
- Self-confidence and good judgment
- Ability and willingness to work independently
- Strong synthesis, research, and project management skills
- Advanced multi-tasking and time management abilities
- Highly detail-oriented, creative, and flexible
- Enthusiasm for youth development, experiential outdoor education, and familiarity with Bronx community helpful
- Minimum of a Bachelor's degree, advanced degree a plus

Rocking the Boat offers

- Full-time position in \$45-50,000 salary range
- Full benefits package, including 401K
- Opportunity to work with a creative, well-funded organization committed to community development and youth empowerment

Please email cover letter and resume to Jaye Pockriss at jaye@rockingtheboat.org with the words "Director of Special Events" in the Subject line.