Title: Senior Manager of Special Events  
Report: Senior Director of Development  
Location: New York, NY, Washington D.C. or other location  
Travel: Approximately 25%

About the National Down Syndrome Society (NDSS):

The National Down Syndrome Society (NDSS) is the leading human rights organization for all individuals with Down syndrome. NDSS envisions a world in which all people with Down syndrome have the opportunity to enhance their quality of life, realize their life aspirations and become valued members of welcoming communities. Founded in 1979, NDSS supports and advocates for the Down syndrome community by focusing on three key areas of programming: Resources & Support, Policy & Advocacy and Community Engagement. Within these focus areas NDSS engages in various activities, events and programs such as the National Advocacy & Policy Center, which seeks to create systemic change through engaged advocacy; the National Buddy Walk® Program, which honors and celebrates individuals with Down syndrome in local communities across the world and other initiatives that provide support, informational resources, and community engagement opportunities for individuals with Down syndrome and those who support them. Visit www.ndss.org for more information about NDSS.

Position Summary

Reporting to the Senior Director of Development, the Senior Manager of Special Events will manage all aspects of planning and meeting fundraising goals for the annual NDSS Gala & Auction, New York City Buddy Walk® and other special events. This position will also provide strategy and supervision for the National Buddy Walk® Program. This is a highly visible role that demands extensive customer service skills, a high level of professionalism and willingness to handle all planning and administrative details of meetings and events. The ideal candidate must thrive in a challenging and fast-paced atmosphere where prioritizing and multi-tasking are the norm. Exceptional attention to detail and first-class organizational skills are mandatory. Experience with fundraising, donor relations and peer-to-peer programs are essential for success. This position will work in a collaborative team environment to produce events that raise funds and awareness for the benefit of the Down syndrome community.

Essential Functions and Responsibilities

To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned to meet business needs

- Oversee and facilitate all aspects of event planning including site selection, vendor negotiation, event registration, marketing, travel logistics, onsite staffing and post-event reporting
- Create and manage budgets for all events, including revenue and expenses, and work in partnership with the financial team on all payables and receivables
- Develop and execute strategies to reach fundraising goals, including sponsorship, ticket and table sales, peer-to-peer fundraising and other donations
- Work with digital and design staff and vendors to disseminate event marketing communications via email, web, social media and printed collateral
• Work with committees and volunteers, organizing meetings and activities
• Develop and maintain solid relationships with sponsors, donors and vendors
• Provide excellent customer service to event registrants and attendees
• Other duties as assigned by the leadership team

Experience and Qualifications

• Bachelor’s degree or equivalent in experience
• Minimum of 5 years’ experience in event management and fundraising
• Experience supporting or managing both galas and walks or other peer-to-peer programs required
• Capable of building and maintaining relationships with individuals and organizations
• Must be organized, detail oriented and able to manage multiple projects simultaneously
• Must be self-motivated and possess the ability to work well both independently and within a team
• Supervisory experience preferred
• Demonstrated commitment to the mission and goals of NDSS
• Some nights and weekends required
• Some travel is required

NDSS Benefits

NDSS currently offers a full competitive employee benefits including medical, dental and vision insurance, LTD, STD and Group Life insurance, 403(b) retirement plan, profit sharing, flexible time off and paid holidays.

How to Apply

Qualified applicants should submit their resume with a cover letter and writing sample to Human Resources via email at hr@ndss.org.

NDSS does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, political affiliation, or any other status protected under law.