



Department: Events
Date: October 2025

POSITION TITLE: Events Lead

- **Wage Range:** \$28.00 – 33.00/ hourly; \$58,240 - \$68,640/ annual
- **FLSA Status:** Non-Exempt, Full-time (40 hours per week)
- **Reports To:** Directory of Philanthropy
- **Benefits:** Eligible for Paid Holidays, Bonus Compensation, and Paid Time Off; Medical, Dental, Vision, Retirement Plans

BIG BROTHERS BIG SISTERS OF SAN DIEGO COUNTY:

As the largest and oldest mentoring agency in the region, Big Brothers Big Sisters of San Diego County (BBBS of SDC) has a strong foundation that supports life-changing mentoring relationships between caring adult volunteers (“Bigs”) and young people (“Littles”). By partnering with young people, parents/guardians, and volunteer mentors, BBBS of SDC defends and amplifies the potential of youth through impactful relationships increased confidence, and social-emotional skills, and empowering bright futures.

ABOUT THE ROLE:

The Events Lead is responsible for the successful planning and execution of the Agency’s signature fundraising events, which collectively generate over \$1M in revenue, annually, over one third of the Agency’s annual operating budget. This critical role requires a proactive and highly skilled event planning professional who can confidently lead complex event production schedules, coordinate with fundraising and program leadership, and deliver high-quality, mission-focused events that financially sustain and expand the Agency’s impact.

KEY RESPONSIBILITIES:

- Provides leadership over all phases of the Agency’s major fundraising events, supporting thorough planning and execution, through to post-event evaluation.
- Develops comprehensive event timelines and work plans, to manage within budget and scope of the event, and give clear milestones to ensure accountability to event outcomes.
- Partners with the Director of Philanthropy and CEO to assess ROI and apply lessons learned to future strategy.
- Manages event technology campaigns (e.g., Classy.org, GoFundMe) for ticketing, registration, auctions, reporting, and donor stewardship.
- Coordinates with internal marketing team and external marketing partners to ensure on-time and accurate delivery of event collateral, digital campaigns, sponsorship recognition, and guest communications.
- Supports sponsor fulfillment, guest list management, auction solicitation and fulfillment, and participant experience.
- Provides logistical support to volunteers, program staff and community partners as needed.
- Other duties as assigned in support of the Agency’s fundraising strategy.

WHAT SUCCESS LOOKS LIKE

- Achieve or exceed the annual net fundraising goal for all events.
- Maintain a healthy Event ROI or Cost Per Dollar Raised (i.e. a 3:1 return).
- Ensure a high sponsor/attendee satisfaction rate based on post event evaluation surveys.
- Consistently manage event committees, volunteers, and vendors to ensure smooth execution and positive relationships.
- Provide correct, complete and timely event tracking data and dollars.
- Model a growth mindset and solution-oriented approach to the Agency's signature event planning and execution.

QUALIFICATIONS & COMPETENCIES

- 3+ years' experience in event management, nonprofit fundraising, or a related role (no minimum education required).
- Demonstrated ability to independently manage complex projects, deadlines, and competing priorities with minimal supervision.
- Effective at managing up and ensuring accountability in flexible supervisory settings.
- Strong time and task management skills; thrives under pressure, adapts quickly to change, and remains calm and focused when faced with challenging situations.
- Experience with Salesforce, Classy.org/GoFundMe, Canva, and other event/project management tools.
- Excellent written and verbal communication skills, with the ability to tailor messaging to staff, board members, volunteers, donors, and partners.
- Demonstrates a resilient mindset by remaining open to constructive feedback, effectively managing uncertainty, and continuously learning from challenges and setbacks.
- Deep commitment to the Agency's mission and values, and enthusiasm for contributing to a community-centered team.

MORE DETAILS:

- **Paid Time Off:** 12 Holidays, 80 hours vacation, and 96 hours sick time accrued per year
- **Work Schedule:** Hybrid (In-office/remote option available)
- **Travel:** Some local travel required; mileage and parking reimbursement provided
- **Physical Demands:** Ability to sit and work on a personal computer for extended periods

The above statements describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and necessary skills. Contents may be subject to change to meet the needs of the organization.

HOW TO APPLY (Resume & Cover Letter):

All interested applicants must submit both a COVER LETTER and RESUME to ReneeP@sdbigs.org.

Our hiring process includes phone screens and in-person interviews, reference and background checks for final candidates. All staff are required to be fingerprinted through the Bureau of Criminal Apprehension (BCA) within the first week of employment.