



Events and Communications Manager

Boston, MA

Organization Overview:

The GreenLight Fund is a national 501(c)(3) organization that brings innovative approaches to make measurable social change in our communities. We work in our growing network of cities to help transform the lives of low-income children, youth and families who live in high poverty areas by importing high-performing, innovative nonprofits that have proven results in other communities. GreenLight was founded in Boston in 2004 and now operates in Philadelphia, the San Francisco Bay Area and Cincinnati, OH. Collectively in 2015, organizations in the GreenLight Fund portfolio reached more than 55,000 children and families with proven, life-changing programs. Learn more here: www.greenlightfund.org

In Boston, the GreenLight Fund has helped nine exceptional social innovations expand their work into the city since 2004. These organizations are now reaching close to 50,000 individuals annually. Each year, GreenLight Boston holds three events to launch its most recent portfolio organization to the GreenLight community. These events involve close to 1,000 individuals and raise significant funds primarily to support GreenLight's portfolio organizations.

Position Overview:

We are looking for an energetic and talented person to run GreenLight Boston events, manage communications to key stakeholders in Boston, and be a resource to other GreenLight sites, particularly on event planning and management. This position is located in Boston, GreenLight's national headquarters, and has a local focus on Boston, our first and largest site.

Responsibilities:

Events Management

The events and communications manager will oversee three signature annual events in Boston that collectively raise close to \$1 million engaging 1,000+ members of the innovation and entrepreneurship communities.

- In partnership with GreenLight Fund's National Executive Director and Board Chair, develop strategic and creative vision for events, including the GreenLight Gala, An Emerald Evening and the Investors vs. Entrepreneurs Golf Tournament
- Oversee all aspects of the planning and implementation for GreenLight Fund signature events to ensure they meet fundraising goals, including venue selection, vendor management, print material production, and program/entertainment.

- Work with GreenLight leadership to secure event sponsors and in-kind donations, and manage interactions with sponsors throughout the execution of the events
- Develop event program, messaging and video in partnership with portfolio organizations.
- Develop and manage event budgets to meet revenue goals.
- Build stronger donor engagement through signature events, ensuring event attendees and donors are cultivated, asked, and thanked throughout the year
- Develop and manage other GreenLight events as necessary.
- Support sites in planning and implementing launch events.

Communications

The events and communications manager handles communications to key Boston and national stakeholders and in the initial months will help build a segmented Boston communications strategy.

- Develop and manage national GreenLight communications calendar
- Produce online communications, including e-newsletter, e-news blasts and periodic blog posts
- Manage strategy and content for social media channels, including Facebook and Twitter
- Produce annual portfolio report and other communications including end-of-year appeal
- Update GreenLight website and provide technical assistance to local sites on content
- Manage communications vendors including designers, consultants and printers

Qualifications:

- Strong commitment to GreenLight's mission and values
- 4+ years' experience in nonprofit special events (fund-raising event experience preferred)
- Communications experience including with social media, writing and editing for a variety of communications vehicles and audiences and publication production
- Exceptional writing skills
- Exceptional project management and organizational skills with a keen attention to detail
- Highly developed interpersonal skills
- Experience managing vendor relationships and securing in-kind donations
- Solid computer skills, including Microsoft Office Suite; Salesforce and/or Wordpress experience a plus
- Design experience with Photoshop, Illustrator or InDesign a plus
- High level of creativity and innovative approach to problem solving
- Ability to work in a dynamic, results-oriented, fast-paced and entrepreneurial environment with tight deadlines
- Bachelor's degree required

To Apply:

Please send resume and cover letter to info@greenlightfund.org.

GreenLight Fund offers a competitive salary and benefits, commensurate with experience and skills. GreenLight Fund is an equal opportunity employer.