



## **Position Title: Special Events Manager**

**Reports To:** President

**Location:** East Peoria, IL

**Employment Type:** Full-Time, Exempt

### **About Us**

Junior Achievement of Central Illinois (JA) is a nonprofit organization dedicated to inspiring and preparing young people to succeed in a global economy. Through hands-on programs focused on financial literacy, workforce readiness, and entrepreneurship, we empower students to build brighter futures.

### **Position Overview**

We are seeking a dynamic, organized, and relationship-driven **Special Events Manager** to lead the planning, coordination, and execution of our signature fundraising and community engagement events. This individual plays a key role in advancing our mission by creating impactful experiences that inspire donors, volunteers, and community partners.

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### **Key Responsibilities**

#### **Event Planning & Execution**

- Plan and manage all aspects of JA special events, including fundraising galas, and community campaigns
- Develop event timelines, budgets, logistics, and production schedules
- Coordinate venue selection, catering, audiovisual needs, décor, and vendor relationships
- Ensure seamless event execution and a high-quality attendee experience

#### **Fundraising & Sponsorships**

- Collaborate with leadership to establish revenue goals for events



- Cultivate and manage relationships with sponsors, donors, and corporate partners
- Assist in securing event sponsorships, raffle items, and in-kind donations

### **Marketing & Promotion**

- Develop promotional strategies, invitations, and event materials
- Help drive attendance through targeted outreach and community engagement

### **Volunteer & Stakeholder Coordination**

- Recruit, train, and manage event volunteers and committees
- Work closely with JA board members and community leaders

### **Post-Event Evaluation**

- Track attendance, revenue, and expenses
- Prepare post-event reports and identify opportunities for improvement

### **Qualifications**

- Bachelor's degree in Event Management, Communications, Marketing, Nonprofit Management, or a related field (or equivalent experience)
  - 3+ years of experience in event planning, fundraising, or nonprofit development
  - Strong project management and organizational skills
  - Excellent communication and relationship-building abilities
  - Ability to manage multiple events and deadlines simultaneously
  - Proficiency in Microsoft Office and event management tools/CRM systems
  - Availability for occasional evening events
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### **Work Environment & Physical Demands:**

- Must be able to travel throughout Central Illinois (valid driver's license and reliable transportation required).
- Occasional evening or weekend work may be required.
- Ability to lift up to 25 lbs. for event setup.

### **Preferred Qualifications**

- Experience in nonprofit fundraising events
- Knowledge of the Central Illinois business and philanthropic community
- Experience working with volunteers and boards

### **Compensation & Benefits**

- Competitive salary based on experience
- Comprehensive benefits package (health, dental, vision)
- Paid time off and holidays
- Retirement plan options
- Opportunity to make a meaningful impact in your community

### **Why Join Junior Achievement?**

At Junior Achievement, you'll be part of a passionate team dedicated to empowering the next generation. This role offers the opportunity to connect with community leaders, create memorable experiences, and directly support programs that change lives.

### **How to Apply**

Please submit your resume and a cover letter outlining your experience and interest in the position to: [Info.centralil@ja.org](mailto:Info.centralil@ja.org) by July 31, 2026.