



## **Career Opportunity: Events and Sponsorship Manager**

### **About the Buddy Program**

Join our team!

For 52 years, the Buddy Program has been serving youth in Aspen to Glenwood Springs and in Rifle. We operate four programs, including one-on-one mentoring and group/experiential mentoring, known as our LEAD (Leadership through Exploration, Action, and Discovery Program). Mentor/mentee pairs in our Community Program stay together for 3.5 years, nearly twice that of national mentoring programs. Program evaluations demonstrate the Buddy Program has helped our Little Buddies in areas of self-esteem, decision-making, academics and relationships with friends and family. The Buddy Program works with close to 500 youth and their families each year and an additional 125+ adult volunteers and continues to grow to meet the larger need in our local community. The Buddy Program is a registered 501(c)(3) not-for-profit organization. The organization is working on building relationships, partnerships, and opportunities for the entire Roaring Fork community.

**Vision:** We envision a thriving community in which all members are supported and connected through meaningful relationships and experiences to achieve success.

**Mission:** The Buddy Program empowers youth through mentoring experiences to achieve their full potential.

**Commitment to Social Justice, Diversity and Inclusion:** We value, celebrate, and consciously cultivate diversity as we strive to achieve equity through the power of mentoring.

**Values:** Kindness, inclusion, discovery, connection, empowerment

### **Working Relationships:**

- Reports to Development Director
- Works closely with Marketing and Communications Manager, Development Director, and Executive Director
- On-going, constructive, and open collaboration between all Buddy Program staff is essential to our team to ensure a consistent, quality-run program.

### **Responsibilities include:**

This position is responsible for designing, planning, managing, and executing engaging donor and community events and event sponsorships to grow and cultivate the organization's donor and volunteer base.

## *Event Management*

- Plan and execute all fundraising, friendraising and community events throughout the year, including:
  - Boogie's Buddy Race
  - Bash for the Buddies
  - Gingerbread House Workshop
  - Buddy Classic Golf Tournament
  - Noche de Loteria
  - National Council reception
  - LDB Celebrate + Connect
  - Others events as they arise
- Coordinate and train all event volunteers and works closely to engage Buddy Program staff as they provide event support
- Work closely with Marketing and Communications Manager to create timely collateral and awareness for all events
- Work closely with Community Relations Manager to ensure sponsor activation at each event is done according to sponsor agreements
- Work closely with Board of Directors and Leadership Development Board committees to ensure quality events
- Attend and engage in team meetings, including: Development & Marketing team, Peer-to-Peer team

## *Sponsorships and Community Relations:*

- Responsible for cultivating and engaging business sponsorships
- Track and collect business sponsorship pledges and payments
- Manage sponsor benefits including acknowledgement of all sponsors as necessary
- Continue existing relationships and build new relationships with local businesses to secure sponsorship funding
- Negotiate and manage sponsorship agreements and serve as a liaison with business partners on sponsorship execution
- Manage sponsorship budget. Responsible for all aspects of financial management including coordinating sponsor invoicing and tracking of program components
- Manage and engage with Aspen-Glenwood Chamber relationships

## *Leadership:*

- Work with development team to hire, train, and manage Summer Development Intern

*This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*

## **Skills and Life Experience:**

- Passionate about the mission of the Buddy Program
- Bachelor's degree or 3-5 years of relevant professional experience in event management
- Demonstrated volunteer management experience
- Advanced interpersonal and communication skills
- Ability to maintain donor and client confidentiality
- Strong organizational skills, excellent attention to detail, efficiency, and ability to meet deadlines
- Ability to remain compassionate and empathetic towards donors, families, youth, and volunteers

- Comfortable and literate in technology, including cloud-based (Google platform) apps and database/CRM software
- Comfortable working both independently and collaboratively with a small, close-knit team, and thrive in a fast-paced, deadline driven environment
- Ability to act as ambassador for the Buddy Program at all times
- Flexibility with time and duties as they evolve
- Ability to work nights and weekends

**Time and Compensation Details:** Full-time; 40 hours per week. Some nights and weekends required. This position is located in our Aspen office is a non-exempt position and includes some flexibility to work from home. Salary range is \$60,000 to \$70,000. Benefits include paid vacation, sick leave, personal days, volunteer hours, retirement match, TRIAD EAP, full healthcare plan including dental and vision.

To apply, use [THIS LINK](#) or to to: [buddyprogram.org/careers](https://buddyprogram.org/careers)

Deadline to apply is Friday, March 14 2025

*It is the policy of the Buddy Program to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, income level or any other characteristic protected by law. Under applicable laws, the Buddy Program employs only United States citizens and individuals who are authorized to work in the United States. The Buddy Program participates in E-Verify and will provide the federal government with employee's Form I-9 information to confirm that they are authorized to work in the U.S.*