



Special Events Assistant (Limited term position, Summer 2024)

Big Brothers Big Sisters of Dane County (BBBS) is seeking a full-time paid Special Events Assistant for Summer 2024 (June through August). Special Events Assistant would need to commit to a minimum of 30 hours/week (can work up to 40 hours/week) and must be in attendance at the Dream BIG Gala on July 26th, 2024. Work schedule and location can be flexible, although the majority of work will require regular hours at the BBBS Office (2059 Atwood Avenue Madison). Position pays \$15/hour.

Job Description

Special Events Assistant will support the fundraising, marketing, and event management for our Dream BIG Gala, which is our largest annual event, both in terms of participation and fundraising. The event features a Cocktail Hour with raffles and games, an extensive Silent Auction, a Live Program, and more. This year's Dream BIG Gala will be held at the Madison Marriott West on Thursday, July 26th, 2024 and we expect to raise around \$320,000. Beyond supporting the production of the event, there will also be opportunities to learn about and participate in different facets of Fund Development, including donor cultivation and stewardship, donor research, and database management.

Special Events Assistant will perform functions related to the planning and execution of the Dream BIG Gala, including (but not limited to):

- **Support with Silent Auction**—help secure donations for 200+ auction packages; record gift and donor information; write descriptions for auction packages
- **Management of Online Bidding Software**—oversee seat assignments and tables for guests; input auction items, photos, and descriptions; maintain software with event information throughout internship (training will be provided)
- **Event Logistics and Marketing**—supporting logistics management and production of event; creating event collateral & marketing materials; volunteer management; day-of coordination
- **Event Communication and Donor Stewardship**—coordination with sponsoring companies for their guest information; follow-up communication to donors and attendees

NOTE: Exact scope of work will be determined based on experience and skill set of the individual hired.

Qualifications

Ideal applicants are hard-working, professional, proactive, self-motivated, and adaptable. They are committed to the mission of BBBS and are eager to learn and grow. Applicants must be proficient in Microsoft Office and Google Suite and have excellent writing and editing skills. Applicants need to commit a minimum of 30 hours/week and be in attendance at the Dream BIG Gala on July 26th, 2024.

About Big Brothers Big Sisters Dane County

Our mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. We develop positive relationships that have a direct and lasting effect on the lives of young people. Children in our program achieve higher aspirations, greater confidence, and educational success.

How to Apply

Email Bethany Ordaz (bordaz@bbbsmadison.org) with a resume or for questions about the internship. Position starts around May 27, 2024 based on availability.