



*STAR/PAL brings youth & law enforcement together TODAY to build safer communities TOMORROW*

## STAR/PAL Job Announcement

**Position:** Special Events Manager  
**Status:** Full-time with benefits  
**Salary:** \$45,000 - \$50,000

**STAR/PAL (Sports Training, Academics, Recreation/Police Athletic League):** STAR/PAL is a non-profit organization comprised of civilian staff, independent contractors, and sworn officers from the San Diego Police and County Probation Departments, whose mission is to empower underserved youth to build a safer and more prosperous community by engaging with law enforcement and collaborative partners. Sworn officers and staff provide a variety of free educational, athletic, and recreational programs on site (at our facility in City Heights) and off site (throughout the County) to thousands of underserved and at-risk youth each year, all of which focus on promoting youth safety, positive life choices, and academic success, while also emphasizing community service, civic engagement, and leadership development.

The **Special Events Manager** reports directly to the Executive Director and is responsible for managing a broad base of special events and fundraising efforts to support for STAR/PAL youth programs, operations, and services including the planning and implementation of event logistics, strategic fundraising plans, donor cultivation and solicitation, grants, and the expansion and management of corporate sponsorships. This position also develops partnerships, marketing strategies, sponsor communications, and media efforts.

### **Primary Duties and Responsibilities:**

- Develop and manage special events and other fundraising efforts
- Research and identify prospective funding sources including corporations, associations, and individuals
- Manage and implement sponsorship benefits and underwriting agreements
- Plan and execute general marketing campaigns and PR for all special events
- Write, edit, and update all social media and website related content, including monthly e-newsletter
- Assist with researching, writing, and reporting on grants
- Prepare reports and presentations for the Board of Directors, partner agencies, and others
- Represent STAR/PAL at various events and support other organizational needs

### **Job Qualifications:**

- Minimum education of a Bachelor's degree from an accredited institution
- One to three years related job experience is preferred
- Exceptional written and verbal communication (i.e. public speaking) skills
- Highly organized, self-motivated, and efficient, with meticulous attention to detail
- Independent, self-directed, adaptable, creative, and able to multi-task
- Able to analyze, prioritize, and meet critical deadlines, with strong time management skills
- Excellent knowledge of Microsoft Office programs (Word, Excel, PowerPoint) and social media applications (Facebook, Twitter, Instagram)
- Ability to create and distribute press releases/media packets, and function as a media contact
- Experience with creating marketing materials
- Available to work on weekends and evenings (as needed)
- Ability to work well in a team environment with law enforcement officers and civilian personnel
- Must pass criminal background check and DMV check

**How to apply: Please send cover letter & resumé by 5 pm on Friday, March 20, 2020 to:**  
[clebeau@starpal.org](mailto:clebeau@starpal.org) OR by mail to: Claire LeBeau, Exec. Dir. -- 4110 54<sup>th</sup> Street; San Diego, CA 92105