



POSITION DESCRIPTION:

Events Associate

Friends of the High Line (FHL) was formed in 1999 to preserve the historic High Line structure for reuse as an elevated public open space. To that end, FHL has launched a capital campaign to raise \$50 million in private funding, of which \$22 million has already been raised. Construction of the park, almost 1.5 miles long, spanning 22 blocks from Gansevoort Street to 34th Street, began in April 2006, and the first section will open in the next twelve months. FHL is a mission-driven and high-achieving organization staffed by dedicated and energetic professionals.

The Events Associate will oversee the execution of all fundraising and cultivation events for both the annual and capital campaign efforts. Upcoming events include a week of programming celebrating the opening of the first section of the High Line, a signature 1,500- person summer gala, luncheons, lectures, and cocktail receptions. The Events Associate reports to the Deputy Director of Development.

Responsibilities include:

- Organizing and executing the annual summer gala;
- Implementing a strategy for planning, managing and executing a consistent series of donor cultivation and recognition events;
- Enhancing fundraising opportunities for current events and identifying new events with revenue potential;
- Developing and tracking event budgets and timelines;
- Tracking all event revenue and collecting on all outstanding event pledges;
- Securing corporate and individual sponsorships and underwriting for events;
- Managing invitation design and production, and ensuring timely event follow-up, including thank you letters.

Qualifications:

The successful candidate will have demonstrated experience planning and executing highly successful galas and other events; must be self-motivated, energetic, extremely organized, detail-oriented, and possess the ability to multi-task and keep numerous projects moving forward simultaneously. Candidates must have experience managing volunteers, vendors, and sponsors; outstanding writing and interpersonal skills; proficiency with Microsoft Office and fundraising software; and the ability to work extended hours and occasional weekends as needed. Bachelor's degree at least three years fundraising experience relevant to the responsibilities are required.

Contact:

Please submit your cover letter, resume, and salary requirements to jobs@thehighline.org. Only those whose applications are being considered will be contacted.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.