



POSITION DESCRIPTION: Manager, Special Events

Friends of the High Line (FHL) was formed in 1999 by residents in the West Village and Chelsea to preserve the historic High Line structure for reuse as an elevated public open space through the federal rail-banking program. To date, FHL has secured \$80 million in government and \$20 million in developer contributions, and has launched a capital campaign to raise \$50 million in private funding. Construction of this unique park, almost 1.5 miles long, spanning 22 blocks from Gansevoort Street to 34th Street, began in April 2006, and the first section is scheduled to open in 2008. FHL is a mission-inspired, dynamic and high achieving organization staffed by a total of ten dedicated professionals.

The Manager of Special Events will oversee the execution of all fundraising and cultivation events for both the annual and capital campaign efforts. Events include a signature 800 person annual summer benefit, luncheons, lectures, and cocktail receptions. The Manager reports to the Vice President of Development.

Responsibilities include:

- Organizing and executing the annual summer benefit.
- Securing corporate and individual sponsorships and underwriting for the benefit.
- Implementing a strategy for planning, managing and executing a consistent series of donor cultivation and recognition events.
- Enhancing fundraising opportunities for current events and identify new ones with revenue potential.
- Developing and tracking event budgets and timelines.
- Managing invitation designs and mailings, and ensuring timely event follow-up, including thank you letters.

Qualifications:

Experience planning and executing highly successful galas and other events. Must be self-motivated, energetic, team player, and highly organized. Demonstrated ability to pay absolute attention to detail and to manage volunteers, vendors, and sponsors. Outstanding writing and interpersonal skills are essential. Proficiency in Microsoft Office and fundraising software. Ability to work extended hours and occasional weekends as needed. Bachelor's degree is required. A minimum of three to five years fundraising experience relevant to the responsibilities.

Contact

Please submit your cover letter, resume, and salary requirements to Diane Nixa, diane@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.

November, 2006