



Job Title: Special Events Manager	FLSA Classification: Exempt
Status: Full Time	Reports To: Director of Corporate Partnerships and Special Events
Date Created/Revised: July 2026	Department: Development & Communications

About the Role

Kids' Meals is seeking a dynamic, mission-driven Special Events Manager to lead the planning and execution of the organization's premier fundraising and community events. Reporting to the Director of Corporate Partnerships and Special Events, this position manages the full lifecycle of assigned events, including strategy, budgeting, vendor management, sponsorship fulfillment, donor engagement, logistics, and post-event evaluation.

The Special Events Manager will directly lead three of Kids' Meals' major annual events: the Harvest Luncheon, Hunger-Free Golf Classic, and Feed Our Future Golf Tournament. The ideal candidate combines strong organizational and financial skills with enthusiasm, sound judgment, and a passion for creating meaningful experiences that advance our mission of ending childhood hunger.

Key Responsibilities

- **Event Leadership:** Lead the planning and execution of special events and fundraising initiatives from concept through post-event evaluation.
- **Financial Management:** Manage event budgets, financial projections, timelines, logistics, and performance goals.
- **Donor and Sponsor Engagement:** In coordination with the Director of Corporate Partnerships and Special Events, identify, cultivate, solicit, and steward event donors and sponsors.
- **Partner Engagement:** Recruit, engage, and maintain relationships with corporate and community partners to strengthen event participation and support.
- **Growth and Awareness:** Drive measurable growth in event participation, revenue, and public awareness.
- **Vendor Relations:** Research and negotiate vendor agreements and coordinate contract approval and execution in accordance with organizational policies.
- **Cross-Functional Collaboration:** Partner with the Development and Communications team and other internal departments to coordinate event needs and produce promotional materials and digital content.



- **Volunteer Team Partnership:** Facilitate introductions between interested corporate or community partners and the Volunteer Experience team, which oversees volunteer needs, recruitment, registration, onboarding, and assignments.
- **Team Leadership:** Provide functional direction to staff supporting assigned events and promote accountability and clear ownership of event responsibilities.
- **Development Support:** Assist with targeted, event-specific grant-writing initiatives when needed.
- Others duties as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

What We're Looking For

- **Education:** Bachelor's degree in event management, nonprofit management, business, communications, marketing, or a related field. An equivalent combination of relevant education and professional experience may be considered.
- **Professional Experience:** Three to six years of successful experience in event coordination and fundraising; nonprofit experience is preferred.
- **Financial Acumen:** Demonstrated ability to manage event budgets and develop or adjust financial projections.
- **Fundraising Experience:** Proven experience identifying, cultivating, soliciting, and stewarding donors or sponsors.
- **Relationship-Building Skills:** Strong interpersonal and relationship-building skills, with the ability to communicate confidently with corporate partners, committee members, community leaders, vendors, and other stakeholders.
- **Organization and Time Management:** Excellent organizational and time-management skills, with strong attention to detail and the ability to manage multiple high-profile projects simultaneously.
- **Leadership:** Sound judgment and leadership skills, with the ability to provide functional direction and promote accountability.
- **Team Orientation:** A positive, flexible, and team-oriented approach.
- **Technology:** Experience with Blackbaud Raiser's Edge is a plus.
- **Transportation:** A valid driver's license and reliable transportation for local business-related travel.

Physical and Work Environment Requirements



This position regularly operates in a professional office environment and at indoor and outdoor event locations. The employee must be able to remain stationary, move throughout event venues, communicate effectively, and use standard office equipment. The position may require the

employee to lift and transport event materials weighing up to 50 pounds. Local travel and extended periods of standing or walking may be required.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Schedule Requirement

This is a full-time position with a standard schedule of Monday through Friday. The position requires regular availability for extended workdays, evenings, and weekends based on the event calendar.

The responsibilities identified as essential functions are fundamental to the Special Events Manager position. Qualified individuals must be able to perform these functions with or without reasonable accommodation.

Why Kids' Meals

We're more than a nonprofit—we're a movement. Our values drive everything we do:

- **Strive to succeed**
- **Include everyone**
- **Do the right thing**
- **Deliver hope and find joy**
- **Watch out for each other**

Kids' Meals is an Equal Opportunity Employer. Qualified applicants will be considered without regard to race, color, religion, creed, ancestry, national origin, sex, sexual orientation, gender identity, age, disability, veteran status, or any other status protected by applicable federal, state, or local law.

We offer a competitive compensation and benefits package, which includes employer-paid medical, dental, vision, & long-term disability benefits and more.

Join us in making a real impact.

Apply at: <https://kidsmealsinc.org/careers>