



NAACP Legal Defense & Educational Fund, Inc. (LDF)
Director of Special Events
New York

The NAACP Legal Defense & Educational Fund, Inc. (LDF) is the country's first and foremost civil and human rights law organization. Founded in 1940 under the leadership of Thurgood Marshall, who subsequently became the first Black U.S. Supreme Court Justice, LDF was launched at a time when the nation's aspirations for equality and due process of law were stifled by widespread state-sponsored racial inequality. From that era to the present, LDF's mission has been transformative -- to achieve racial justice, equality, and an inclusive society.

LDF's litigation, public policy advocacy and public education programs in the substantive areas of criminal justice, economic justice, education and political participation seek to ensure the fundamental and basic human rights of all people to quality education, economic opportunity, the right to vote and fully participate in democracy, and the right to a fair and just judicial system.

The NAACP Legal Defense and Educational Fund, Inc. (LDF) seeks an experienced Director of Special Events to help drive the Development Department and support the Chief Development Officer.

Responsibilities:

- Manages the special events program through identification, cultivation, and solicitation of donors and prospects;
- Develops goals, objectives and strategic plans that identify measurable outcomes for the special events program and activities;
- Develops profiles on all special events donors and prospects;
- Develops supporting materials for special events, i.e., fact sheets, new updates, donor/events highlights, etc.;
- Develops acknowledgment letters and recognition program for special events donors;
- Plans and coordinates the National Equal Justice Award Dinner, and all other award dinners as directed by the Chief Development Officer;
- Maintains regular, on-going contact with committee volunteers/consultants to identify goals and objectives and ensures adherence thereto;
- Plans, manages and executes programs designed to renew and increases each year the event income. Works in coordination with manager, corporate and foundation officer to provide profiles on corporations and other related activities;
- Prepares monthly activities and financial reports on all special events and regional activities;
- Assumes responsibility for managing relations between LDF event prospects;
- Plans and coordinates events and/or establishes relationship in cities/regions where no LDF presence exists;
- Maintains appropriate files and records of donors and potential donors;
- Manage Development & Alumni Coordinator;
- All other duties as may be assigned by the Chief Development Officer and the LDF Senior Management.

Qualifications:

The ideal candidate will possess the following:

- 5-7 years of experience in Development & Special Events;
- Bachelor's degree;
- Exceptional communication and interpersonal skills; meticulous organizational, project management, and time management skills;
- The ability to interact with a variety of personalities in a tactful, pleasant, and professional manner; ability to exercise independent judgment when appropriate;
- Ability to plan and administer multiple concurrent projects;
- Knowledge of event scheduling, production, administration and sponsorship;
- Ability to work well under pressure; self-motivated with a proven ability to solve problems; aptitude for working collaboratively under varying degrees of supervision;
- Experience working with senior executives and high profile volunteer leadership;
- Flexibility and ability to work independently and as a team player with a range of constituents and colleagues;
- Commitment to the mission and growth of LDF;
- Experience with civil rights, human rights organizations a plus;
- Excellent computer skills and advanced proficiency with Microsoft Office (Excel, Power-point, Word) programs;
- Ability to work evenings and weekends, as necessary, especially during events.

To Apply:

Please submit your resume and cover letter to:

jobs@naacpldf.org

Or

Monica Garcia
Director of Human Resources/Administration
NAACP Legal Defense and Educational Fund
40 Rector Street, 5th floor
New York, New York 10006

The NAACP Legal Defense Fund is proud to be an Equal Opportunity Employer. We are committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex, sexual orientation, pregnancy, marital status, age, veteran status, disability or genetic information.