Who We Are
Since 1969, Boston Chinatown Neighborhood Center (BCNC) has been a vital presence in Greater Boston and beyond, empowering Asians and new immigrants to build healthy families, achieve greater economic success, and contribute to thriving communities. We provide a broad range of innovative programs and services centered around education, workforce development, family support, and arts and culture, leaving a significant and lasting impact on the lives of more than 13,000 children, youth, and adults every year.

About Development Team
The development team is responsible for raising revenue and increasing visibility to achieve BCNC’s mission and goals. Revenue is achieved from government contracts, institutional and individual donors, as well as corporate partners and sponsors. The team is high-achieving and dedicated and aims to maintain a collaborative and supportive dynamic.

Position Overview
We seek to hire a passionate and mission-driven individual to join our Development Team. With an annual budget of $7 million, BCNC is looking for a professional to join a dynamic development team. The Events and Sponsorship Manager is responsible for supporting the achievement of BCNC’s annual fundraising goals. Report directly to the Chief Development Officer.

What You Will Do
- Plan, coordinate, and manage an annual calendar of events, including the Gala, community fair, donor cultivation, and appreciation events, and group volunteer events
- Develop and manage the budget for events, including fundraising pipeline and goals and expenses
- Solicit institutional and individual sponsors and donors for events
- Manage and cultivate relationships with corporate sponsors and corporate employee resource groups
- Build and work with staff and volunteer committees to support events
- Recruit and manage staff and volunteers to staff events
- Create and execute marketing and communications related to events, including print and electronic invitations and materials, websites, press, and social media
- Maintain pipeline and records, notes, and actions of sponsors in Raisers’ Edge database
- Other duties as assigned by the supervisor

What We Look For
- A bachelor’s degree from an accredited college or university
- A minimum of three years of fundraising or relevant field experience
- Experience with fundraising software (Raisers Edge experience a plus) and proficiency with Microsoft Office Suite
- Experience managing staff and volunteers
- Excellent verbal and written communication skills
- A self-motivated team player and the ability to work independently and cooperatively
- Strong project management skills and problem-solving skills
- Attention to detail and flexibility are a must
- Proficiency in graphic design a plus

Working Conditions
- Normal office conditions. Work is performed primarily in a standard work environment, including the operation of computer equipment, and physical demands associated with a traditional work setting, e.g., walking, standing, communicating, and other physical functions, as necessary.
- Occasional evening meetings and events required.
- Travel is primarily local during the business day. May require travel to other locations occasionally.
- Position is in-person 5 days a week at the Boston site with the potential for a hybrid schedule.

**What We Offer**
- Competitive Benefits Package
- 403B Retirement Plan
- Paid Time Off
- Paid Holidays
- Professional Development
- Work-Life Balance

**How to Apply**
[https://forms.monday.com/forms/db5eeee1eb8c34bfe9f0508064c03873?r=use1](https://forms.monday.com/forms/db5eeee1eb8c34bfe9f0508064c03873?r=use1)

**Please Note**
BCNC requires all in-person and hybrid employees to receive COVID-19 vaccinations as determined unless a reasonable accommodation is approved. A face mask is required. You must be authorized to work in the United States. BCNC does not provide sponsorship for an employment work visa.

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*BCNC is an equal opportunity non-profit organization that supports diversity and encourages all employees and applicants to apply. BCNC is committed to non-discrimination and equal opportunity for all without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by Federal, State or Local laws.*