Associate Director of Events

Job Description

To apply, email your resume, cover letter, and salary expectations to Elsuida at careers@poweredbyprofessionals.com. Applications must include all three to be reviewed.

Along with your resume and cover letter, please include in your email which event and auction platforms you have used, and whether you are able to work on-site at evening and weekend events and in our New York City office 3 days a week. In your cover letter, we'd also love to hear about a project you ran with very little oversight and the system you used to keep it on track.

Location: New York City, NY (hybrid, 3 days per week in office)

Position type: Full-time

Team: Manage a team of 2 to 3 colleagues year round, alongside your own portfolio of events & assigned team

Salary: $95,000 to $110,000, based on experience

Experience: 5 to 8 years in fundraising event management

Education: Bachelor's degree

Who We Are

Powered by Professionals (PBP) is a nonprofit fundraising and event management consultancy in New York City. Founded in 2001, we've spent over two decades helping nonprofits raise more through professionally managed events, and 2026 marks our 25th anniversary. Over that time we've helped our clients raise more than $350 million and produced more than 600 events.

We manage the full lifecycle of a nonprofit's signature fundraising event, whether that's a gala, a benefit, or a run or walk, from strategy and creative through logistics, technology, fundraising, and day-of execution. We work as an extension of our clients' teams, not as an outside vendor, which is why our clients come back year after year.

We're a small, hands-on team where you will have the chance to own meaningful work and see the impact of it directly. Live events move quickly and shift in real time, so we look for people who stay adaptable, think on their feet, and care about helping our clients raise more for the causes they serve, from medical research and education to veterans, human services, and the arts.

Learn more about our work at https://www.poweredbyprofessionals.com/

The Role

As an Associate Director, you will manage a team of 2 to 3 colleagues on an ongoing basis while leading your own portfolio of 6 to 8 major fundraising events a year. You will be assigned complex, high-profile events with elevated expectations, requiring a strong level of experience and expertise to successfully execute. For your team, you provide ongoing guidance, helping prioritize workloads, troubleshoot challenges, and flag important issues to leadership. For your events, you are the single point of accountability for delivery: the run of show, staffing, vendors, timeline, fundraising outcomes, and the

client relationship. You make the calls that keep events on track, you bring junior team members along rather than absorbing the work yourself, and you are a big part of why an event feels seamless from the outside. This role is on-site for the events you lead, which means some evenings and weekends, especially during event season.

We are also hiring a Senior Manager of Events, who manages 1 to 2 colleagues and leads a slate of 5 to 7 events a year. If that is closer to your experience, that listing may be the better fit.

What You'll Do

- **Own event execution end to end.** Lead major fundraising events from kickoff through closeout, overseeing strategy, production, vendors, staffing, day-of execution, and post-event debriefs.
- **Lead and develop the team.** Manage 2 to 3 colleagues on a weekly basis, setting clear expectations, delegating effectively, and coaching managers and coordinators on workload, priorities, and challenges, while escalating and communicating key issues to leadership.
- **Be the trusted client lead.** Build strong relationships with nonprofit leaders, boards, event chairs, honorees, sponsors, and partners while providing strategic guidance and managing competing priorities.
- **Drive fundraising outcomes.** Understand each client's goals and work with honorees, committees, sponsors, and client leadership to support fundraising, engagement, and revenue.
- **Own the budget, timeline, and details.** Manage budgets, deadlines, deliverables, and critical milestones while identifying and addressing risks before event day.
- **Lead complex event production.** Oversee key elements including AV, entertainment, videos, awards, speakers, scripting, live appeals, auctions, registration, volunteers, and venue logistics.
- **Build and improve systems.** Use PBP's event and auction platforms effectively, follow established processes, and identify ways to make event execution more efficient and scalable.

What You'll Bring

- **5 to 8 years** in event management and fundraising, ideally in an agency, nonprofit, or corporate events setting, with a track record of running large-scale events from concept to completion.
- **Real delegation and team leadership.** You lead by distributing work and developing people, not by doing everything yourself. You can tell when a teammate is underwater and you step in before it becomes a problem.
- **Comfort pushing back.** You hold the line with clients and vendors when the event, the budget, or the team is at risk, and you stay professional doing it and understand when it is appropriate to do so.
- **Strong communication and interpersonal skills.** Clear, professional communication and relationship-building with clients, honorees, sponsors, and vendors.
- **Proactive communication.** You flag issues, capacity concerns, and risks early. You do not go quiet when something is off.
- **Platform and systems fluency.** You are fluent in event and auction platforms (we work across OneCause, GiveSmart, Givergy, ClickBid, GoFundMe Pro, and others) and strong in Excel and Google Sheets. You build systems rather than brute-forcing tasks by hand, and you pick up new tools fast.
- **A feel for the guest experience.** You bring creative, practical ideas for making events more engaging and memorable, working within the creative direction set for each client.

- **Composure under pressure.** You stay calm and clear-headed in the lead-up to and during events, and that steadiness reassures both clients and your team.
- **Strong organization and judgment** across multiple events and competing deadlines, with the discretion to handle confidential client and donor information.

Our Core Values

Everyone at PBP is held to our seven core values. They are the standard we hold ourselves to, at every level:

- **Relentless Drive:** Proactively identify challenges and develop solutions before they escalate.
- **Innovative Thinking:** Propose new approaches to keep events fresh and solve unexpected issues creatively.
- **Accountable Excellence:** Meet deadlines with high-quality deliverables without needing reminders.
- **Integrity and Communication:** Provide honest updates and maintain transparency at every stage.
- **Composed Under Pressure:** Stay calm when challenges arise during execution, reassuring clients and leading the team.
- **Tech-Savvy Learning:** Stay current with the tools we use and share what you learn with the team.
- **Collaborative Spirit:** Celebrate team wins, support colleagues, and work closely with vendors and partners.

Why Join PBP

- **Impactful work.** Every event you lead directly contributes to a nonprofit's mission.
- **Growth.** A small team where you take on real ownership and shape how we run events.
- **Flexible and inclusive environment.** Hybrid setup (3 days per week in office) and a culture that values diversity, inclusion, and balance.
- **Comprehensive health benefits.** Eligibility begins three months after you join, with company contributions.
- **401(k) with employer matching** after one year.
- **Generous time off.** 15 PTO days, 4 summer Fridays, 7 paid company holidays, 4 floating holidays of your choice, your birthday off, and the office closed from Christmas through New Year's Day.

If you lead through your team, hold a high bar under pressure, and want real ownership of events that help nonprofits raise more, we would love to hear from you.

Powered by Professionals is an equal opportunity employer. We welcome applicants of all backgrounds and are committed to a fair and inclusive hiring process.