

## Job Description

**Title:** Temporary Senior Event Planner – 2025 Gala  
**Department:** Development  
**Reports to:** Director of Individual Giving  
**FLSA Status:** Non-Exempt  
**Location:** New York City  
**Schedule:** 32- 40 hours/week  
**Duration:** May- October 2025

### About the Organization

Over the last two decades, Upwardly Global has supported thousands of immigrant and refugee professionals in transitioning from poverty or exclusion to quality, thriving-wage careers through its customized coaching program and comprehensive approach to integrating skilled immigrants into the US job market. Upwardly Global is a data-driven, innovative organization with a bold vision and a fearless spirit operating out of four major US markets and providing remote services to several parts of the country. It is unwavering in its commitment to a diverse and inclusive culture where every voice matters.

### Position Overview

Upwardly Global is seeking a detail-oriented and creative Temporary Senior Event Planner to lead the planning and execution of the organization's 25th Anniversary celebration the "Brighter Futures Together Gala" to be held on September 24, 2025, at Tribeca 360 in NYC. This high-impact fundraising event will feature a cocktail reception, seated dinner, entertainment, and a speaker program.

The Senior Event Planner will serve as the project lead and will work in close collaboration with two internal UpGlo staff members. The planner will manage event production, oversee vendor and guest coordination, coordinate day-of logistics, and manage post-event wrap-up, all while ensuring that the gala reflects the mission, values, and elevated standards of the organization.

### Essential Duties & Responsibilities

#### a) Event Planning Coordination

- Lead overall project management using Asana, managing milestones, timelines, and communications.
- Facilitate weekly planning calls with internal staff.
- Manage venue logistics, including floor plans, walk-throughs, and setup, serving as primary point of contact with venue
- Source and coordinate with vendors for AV, decor, photography, floral, and entertainment.
- Collaborate with the Communications team on content for print and electronic marketing materials leading up to the event, and needed for night of.
- Negotiate vendor contracts and secure quotes aligned with the event budget.
- Coordinate with speakers, honorees, and sponsors, collecting bios, photos, and seating preferences.
- Join Upwardly Global staff in monthly calls with honorees to plan and prepare for event, and also provide them with weekly Gala revenue updates from their personal outreach lists.
- Oversee accurate tracking of ticket and sponsorship sales and guest name tracking via Classy.
- Organize and lead technical rehearsals and pre-event walkthroughs.
- Develop event run of show and manage the collection of all remarks from event speakers

## **b) Event Day Execution**

- Oversee registration, guest check-in, and guest services.
- Manage volunteers, staff, and vendors to ensure event runs on time and to standard.
- Monitor the event flow and transitions (e.g., speeches, performances, dinner service).
- Lead coordination of AV/lighting/talent transitions.
- Support auctioneer in fundraising efforts including paddle raise and donor tracking.
- Staff the gift/exit table to ensure a smooth guest departure experience.

## **c) Post-Event Responsibilities**

- Oversee post-event “thank you’s” to honorees, sponsors and guests.
- Ensure submission and tracking of all vendor invoices for timely payment.
- Conduct a post-event debrief with internal staff to evaluate successes and challenges.
- Create a written event summary with recommendations for future galas.
- Contribute to developing a repeatable, sustainable event model.

## **Knowledge & Skills Required**

- Demonstrated experience planning high-end fundraising events (250+ guests).
- Strong project management skills with fluency in Asana or similar tools.
- Proven ability to manage external vendors, contracts, and logistics.
- Excellent communication and interpersonal skills.
- Experience coordinating guest lists, seating charts, and ticket platforms (e.g., Classy).
- Strong attention to detail, time management, and creative problem-solving.
- Ability to work independently while coordinating closely with internal teams.
- Knowledge of nonprofit fundraising event standards is preferred.
- Comfort working in a fast-paced, mission-driven environment.

## **Work Environment/Physical Requirements**

- Must be based in or able to travel to New York City for the event and select walkthroughs.
- Must be available for weekly planning calls and full availability September 23–25, 2025.
- Requires some evening availability and on-site presence at the event.

## **Compensation**

This is a temporary non-exempt role. Compensation will be commensurate with experience.

**Hourly Rate: \$40- \$47 per hour**

Interested candidates should apply by clicking [HERE](#) and submitting a resume and cover letter.