

**Palm Beach County Sports Commission  
Manager of Development and Special Events  
Job Description**

**Reports to: Senior Director**

**Status:Salaried/Exempt Non-Contract**

Basic Purpose:

Responsible for the overall timelines, budgets and management of special events such as: the Lou Groza Collegiate Place-Kicker Award, The Kids Fitness Festival, Palm Beach County Sports Hall of Fame, and other designated events.

**Essential Duties & Responsibilities:**

- Develop and implement an overall plan for each project.
- Maintain a positive revenue stream to insure success of the special events
- Develop strategies to enhance the community outreach to support sports for all ages
- Secure corporate sponsorships
- Support the overall mission statement of the PBCSC

**Specific Project Responsibility:**

**1. Lou Groza Collegiate Place-Kicker Award**

- Maintain a budget and timeline
- Maintain committee meetings and manage the selection of the finalists
- Secure banquet space and create a dynamic program for presentation of the three finalists
- Responsible for scheduling and managing Groza Week Activities
- Manage website, public relations, press releases, video for banquet, and schedule
- Make travel arrangements for finalists to arrive on time for National TV awards ceremony
- Travel to National Awards ceremony for announcement of winner.

**2. Kids Fitness Festival of the Palm Beaches**

- Set date and secure facility
- Help secure clinicians if needed
- Recruit Camps
- Recruit and assign volunteers to event day operations
- Maintain committee meetings and solicit support
- Identify and solicit corporate sponsorships
- Manage the event day operations including setup and take down
- Maintain a budget and timeline to insure a successful event

**3. Palm Beach County Sports Hall of Fame**

- Set date and secure facility
- Maintain committee meetings and solicit support
- Identify and solicit corporate sponsorship

- Maintain a budget and timeline to insure a successful event

**Qualifications:**

- A Bachelor degree in Sports or Business Administration
- A minimum of 2 years of event management experience, preferably in the sports or sports-related industry
- Experience in Microsoft Office, including Word, Excel, PowerPoint and Outlook.
- Excellent interpersonal skills