

Job Description

Title:	Events Manager (Temporary Contract)
Hours:	Approximately 30-40 hours per week
Department:	Foundation
Facility:	Saint Francis Foundation
Reports To:	Director of Annual Fund and Communications

POSITION PURPOSE

- The Events Manager (EM) will support the Philanthropy Team in fundraising goals and donor cultivation through strategic virtual and future in-person events. Responsible for all aspects of coordinating and managing the events for the organization in the given timeframe (Assignment is through March 2022 with the possibility of extension).
- Promote the mission of the Foundation by performing duties with discretion, cooperation, courtesy and respect for all individuals.
- A key success factor in this position is the EM's ability to be extremely organized, accurate, attentive to details and deadline oriented.

NATURE AND SCOPE

Reporting Relationships

The EM reports to the Director of Annual Fund and Communications

Key Relationships – Internal

President, VP of Philanthropy & Legacy Giving, Development Officer, Controller, Executive Assistant

Key Relationships – External

Event Chairs, Vendors, Event Companies, Donors, Board Members, Hosts

PRINCIPAL ACCOUNTABILITIES

Major functions and responsibilities include:

- Coordinate and manage two fundraisers – “Hob Nob” gala in December 2021 and “An Intimate Evening with Oscar” benefit in February/March 2022, in addition to several virtual cultivation events and educational webinar series
- Develop and manage event budgets and timelines
- Assist President, VP of Philanthropy & Legacy Giving, event chairs and other key staff in securing and tracking sponsorships
- Act as the primary liaison and point person for event chairs and host committees
- Oversee development and procurement of in-kind donations
- Responsible for organizing silent and live auction packages, descriptions, and ensuring prompt delivery of items to winners
- Work with Director of Annual Fund & Communications to develop event collateral, communications strategy, and mission videos
- Collaborate with Development Officer in maintaining ticketing/reservation platform and tracking RSVPs, meal orders, and fulfilling all other benefits
- Issue/collect invoices and issue/collect payments in a timely manner
- Coordinate event program such as guest speakers and logistics such as A/V
- For in-person events, manage all event day activities: welcome guests, direct event set up, communicate with staff and volunteers, organize vendors and manage take-down
- Ability to delegate event planning tasks to other staff members or volunteers where necessary
- Assist Development Officer with event reconciliation, and other database duties as assigned
- Carry out projects and duties as assigned by the Director of Annual Fund and Communications

ESSENTIAL QUALIFICATIONS

- Minimum of 3 years working experience in event management with non-profit organizations and fundraising
- Experience with planning/executing both virtual and in-person events
- Bachelor’s degree or equivalent experience
- Proficiency with Blackbaud CRM and Microsoft Word
- Working knowledge of Zoom, Eventbrite, Givesmart, other virtual event platforms
- Team management experience
- Excellent verbal and written communication skills
- Exceptional people skills, in particular, the ability to work effectively with volunteers, community leaders and donors
- Ability to meet communicated schedules and deadlines
- Demonstrated commitment to maintaining patient and donor confidentiality
- Demonstrated ability to be flexible and positive

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At THE SAINT FRANCIS FOUNDATION, all employment is decided on the basis of qualifications, merit, and business need. We are committed to identifying and developing the skills and leadership of people from diverse backgrounds. People of color, differently-abled people and LGBT persons are strongly encouraged to apply.

Job Type: Contracted salary 30-40 hours a week through March 2022 with possibility of extension or open to salaried position

Environment: Flexible work from home or in office (currently remote due to COVID-19)

Hourly Rate: \$30-\$40 depending on experience

To Apply: Please submit a resume and one-page cover letter and email to sff@saintfrancisfoundation.org