

Job Description

Position Title: Events Manager

Reports to: Director of Development

Date: Last Updated: 12/18/17

Department: Development

General Purpose

The Rocky Mountain Children's Health Foundation (RMCHF) Events Manager will lead the design, coordination, execution, and support of events as a strategic tool to achieve assigned organizational goals in the areas of fundraising, programs, and community outreach.

Under the supervision of the Director of Development, she/he will manage and execute on current and new event-based strategies, tasks, event processes, operations and administration. S/he must upgrade and implement systems and processes that will achieve goals and ensure consistent representation of the mission and brand of RMCHF.

Essential Duties/Responsibilities

Event Management - General:

- Lead the design, implementation and management of a comprehensive strategic event plan and calendar that positions events as a tactic to help achieve assigned organizational goals across departments.
- In collaboration with department-leads, facilitate and support an organization-wide system to identify, approve, plan for, execute, and close-out events (those that RMCHF hosts and those that RMCHF participates in via other roles).
- Manage Events page and Calendar on RMCHF website.
- Utilize Events Module in Raiser's Edge database for constituent tracking and event admin and management duties (per direction of Support Services Manager).
- In collaboration with Communications Team, coordinate event and presentation materials, and RMCHF collateral to ensure brand and communication standards are upheld.

Fundraising Events:

- Manage annual fundraising gala to achieve net fundraising goals of \$375,000. This includes managing planning and executing all major event elements, managing vendors, implementing at-event fundraising strategies, securing in-kind donations, developing and managing a budget, coordinating volunteers, assisting with donor and sponsor relations, leading event operations and administration.
- Develop, cultivate, and manage relationships and events with partners who host third-party fundraisers.
- Develop, cultivate, and manage relationships that achieve in-kind goals i.e. diaper and toy-drives.
- Support RMCHF staff taking lead role in fundraising events.

Program Events:

- Manage and support patient events, community events and/or program-specific events which may include: developing event plan, managing and/or executing timelines and tasks, conducting site visits, managing vendors, coordinating volunteers, assisting in solicitation of in-kind and financial support, and managing on-site set-up, production and close-out.
- Support RMCHF staff taking lead role in program related events.

Outreach and Community Relations Events:

- Manage and support professional/business conferences which may include: managing timelines and tasks, conducting site visits, coordinating volunteers, supporting brand-building efforts, and managing on-site set-up, production and close-out.
- Support RMCHF staff taking lead role in program related events.

Other Duties/Responsibilities

Volunteer Coordination

- Responsible for the coordination of RMCHF's emerging volunteer program.
- Duties include defining volunteer needs (in each department), recruiting, screening, interviewing, placing and recognizing volunteers.
- Support each department to successfully utilize volunteers.

General

- Represent RMCHF at all assigned events.
- Manage event communications and registration utilizing Raiser's Edge and Online Express.
- Coordinate special projects as assigned.
- Other duties as assigned.

Job Qualifications

Requirements/Qualifications Education and Experience Equivalencies:

- Bachelor's Degree
- 3+ years' experience in event management and/or coordination and promotion
- Proven customer service and time management skills in an events capacity
- Excellent organizational skills
- Outstanding written and verbal communication skills and negotiation ability (to both internal and external audiences)
- Ability to supervise and manage event staff and vendors
- Detail and "big picture" oriented with a demonstrated ability to be creative and flexible in an events capacity
- Ability to work both independently and in a team environment
- Ability to work well with and coordinate volunteers
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint)
- Experience working within fundraising database (Raiser's Edge strongly preferred but not required)
- Ability to work flexible schedule including evenings and weekends to accommodate events
- Must consistently present a positive, professional attitude and appearance
- Acceptance of coworkers and constituents and a non-judgmental, objective attitude
- Maintain confidentiality at all times
- Invoke a high value for team collaboration and collaborative working environment
- Must possess reliable personal transportation and be approved by insurance carrier to drive personal vehicle

Working Environment:

- The employee will be expected to perform most job duties independently and in accordance with established departmental and RMCHF policies and procedures.

Physical Activities:

- Must have auditory, visual and physical skills to be able to perform tasks as outlined in this job description.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Please send resumes to Luanne Williams at luanne.williams@rmchildren.org