



TITLE: EVENT MANAGER

DEPARTMENT: DEVELOPMENT

REPORTS TO: SENIOR DIRECTOR OF DEVELOPMENT & MARKETING

SALARY RANGE: \$55,000-\$65,000, SALARIED-EXEMPT

DEADLINE TO APPLY: OPEN UNTIL FILLED

JOB SUMMARY & ESSENTIAL FUNCTIONS / RESPONSIBILITIES / DUTIES:

The Event Manager is responsible for the strategic planning, execution, and growth of one·n·ten's signature fundraising events, including **Fresh Brunch**, **Dancing for one·n·ten**, and **Riding for one·n·ten**. This role plays a critical part in advancing one·n·ten's mission by producing inclusive, high-impact events that inspire community engagement, advocacy, and philanthropic investment.

The Event Manager is accountable for achieving contributed revenue goals for all signature events while ensuring exceptional guest experience, strong stewardship of sponsors and partners, and efficient use of resources. Working closely with volunteer committees, vendors, staff, and board leadership, the Event Manager oversees events from concept through completion, including budgeting, logistics, sponsorship fulfillment, marketing coordination, and post-event evaluation.

The Event Manager maintains detailed financial and performance tracking and provides regular reports to the Senior Director of Development & Marketing and the Board. This position also guides administrative and volunteer support related to event registration, donor data, and on-site operations.

KEY AREAS OF RESPONSIBILITY:

Event Planning and Strategy

- Develop innovative, mission-aligned event concepts and strategies that drive revenue, engagement, and visibility for one·n·ten.
- Recruit, train, lead, and steward volunteer event committees; partner with committee members to identify and secure sponsors, in-kind donors, and vendors.
- Establish and manage comprehensive project plans and timelines in collaboration with committee chairs and internal stakeholders.
- Create and implement strategies to exceed revenue goals while controlling expenses and maximizing return on investment.
- Research, select, negotiate, and manage contracts with venues, vendors, performers, and production partners.
- Support the Senior Director of Development & Marketing in cultivating, soliciting, and stewarding corporate partners and sponsors.
- Empower committees and volunteers to secure in-kind donations, auction items, and other cost-offsetting resources.

- Oversee all event logistics, supplies, and operational needs before, during, and after events.
- Assist with solicitation and management of silent and live auction procurement.

Event Coordination and Execution:

- Manage all aspects of event logistics, including venue selection, permits, insurance requirements, run-of-show, and vendor coordination.
- Oversee event budgets, revenue tracking, sponsorship fulfillment, and expense reconciliation.
- Utilize third-party events and ticketing platforms to ensure accurate tracking of registrations, donations, sponsorships, and guests in Salesforce.
- Coordinate cross-departmentally to ensure deadlines are met, and events reflect one-n·ten’s values of inclusion, professionalism, and care.
- Steward event sponsors, partners, and vendors year-round with a focus on long-term relationship building and retention.

Program Development:

- Collaborate with organizational leadership to design compelling and mission-forward event programs.
- Identify, recruit, and manage speakers, performers, honorees, and special guests.
- Partner with the Director of Communications to gather and deliver accurate program content for printed materials, on-stage scripts, and multimedia elements.

Marketing and Promotion:

- Collaborate with the Senior Director of Development & Marketing and the Director of Communications to develop and execute integrated marketing and promotional strategies that drive attendance and fundraising.
- Support the creation of event-related content, including digital promotions, social media, email campaigns, press materials, and website updates.
- Build and maintain relationships with media outlets, community partners, and influencers to enhance event visibility and reach.

Volunteer Coordination:

- Plan and support volunteer engagement for events.
- Delegate tasks clearly and effectively to volunteers, ensuring preparedness, engagement, and positive experiences.
- Foster a welcoming, inclusive, and affirming environment for all volunteers and recognize their contributions.

KNOWLEDGE / SKILLS and ABILITIES:

- Exceptional written and verbal communication and interpersonal skills.
- Strong organizational skills with the ability to manage multiple projects in a fast-paced, deadline-driven environment.
- Creative problem-solver with a proactive and solutions-oriented mindset.
- Ability to work independently and collaboratively across teams and with diverse stakeholders.
- Flexibility to work evenings and weekends as required by event schedules.
- Demonstrated commitment to equity, inclusion, and LGBTQ+ communities.

- Proficiency with Microsoft Office 365, Google Workspace, Salesforce, Classy, Excel, and related tools.
- Experience supporting fundraising campaigns, events, annual appeals, online giving, and third-party activations.
- Basic graphic design skills and experience using Canva are preferred.

CORE COMPETENCIES AND ABILITIES:

- Ability to relate to and work effectively with youth, young adults, staff, volunteers, and organizational leaders.
- Budget management, financial tracking, and performance reporting.
- Strong judgment, discretion, confidentiality, and professional boundaries.
- Effective risk management, problem prevention, and on-site issue resolution.
- Excellent time management, prioritization, and planning skills.
- High attention to detail with a commitment to accuracy, quality, and timely completion of work.
- Adaptability and resilience in dynamic environments and during live events.
- Ability to manage multiple priorities simultaneously and pivot as needed during planning and execution of events.

SCHEDULE:

Exempt full-time, as needed & required by the position, including occasional night/weekend work and special events

PHYSICAL REQUIREMENTS/DEMANDS:

Standing, walking, repetitive motions, bending, stretching, and lifting 40lbs without issue.

TRAVEL:

Ability & willingness to drive your own reliable vehicle to travel to various locations. Mileage reimbursement is available.

Position Qualifications

EDUCATION / EXPERIENCE:

- Bachelor's degree preferred. Significant work experience in development and donor engagement.
- Experience working on fundraising events.
- Strong computer skills required, including use of Microsoft Office and database systems.
- Familiarity with Salesforce database/CMS systems is a plus.
- Experience working with diverse committees and volunteer leadership is a plus.
- Involvement and/or knowledge of the LGBTQ+ community &/or non-profit organizations preferred.

DISCLAIMER:

The information presented provides a general description of the nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications & objectives required of employees assigned to this job.

INSTRUCTIONS – HOW TO APPLY

Email a copy of your resume and cover letter to careers@onenten.org, **include “Event Manager Submission” in the subject line.**

Note: Applications will not be accepted through any other means. Applicants can expect to receive confirmation within 2 business days indicating that an application has been successfully received.

Application Submission Deadline: Open Until Filled

one•n•ten is an EOE/ADA Reasonable Accommodation Employer.

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