

Position: Events Manager

Reports to: Director of Marketing and Events

Job Status: Fulltime, Exempt

Denver Scholarship Foundation (DSF) is seeking an Events Manager to join our team. We are looking for passionate, driven individuals who desire to excel within an evolving organization. Earlier this year, DSF was named one of the Denver Posts Top Workplaces, a testament to our team and to our intentionality in co-creating a positive, inclusive work environment and culture. When you join the DSF team, you will enjoy a supportive, dynamic, and innovative environment where your work makes an impact. As an organization, DSF strives to be a leader in the community by embodying the values of equity, innovation, leadership, learning, relationships, and integrity in everything that we do. If you do too, then we invite you to join us and help make college possible for Denvers students.

DSF is a nonprofit organization whose mission is to inspire and empower DPS students to enroll in and graduate from postsecondary institutions of higher education, by providing the tools, knowledge and financial resources essential for success. Our core values guide our work. DSF is dedicated to learning and innovation, as we constantly seek to improve our services. By doing so, we seek to demonstrate leadership within the community. We build strong relationships with college staff members, partners, and the broader community. We are committed to equity, believing in the value and ability of all students.

We seek candidates who will model, live, and reinforce DSFs mission and core values with colleagues, students, families, and the broader community.

Purpose of the position:

The Events Manager successfully implements the planning, production and execution of all internal and external events and contributes to the marketing, fundraising, community-building and resource development goals of the entire organization. This individual is responsible for all aspects of event planning for events including but not limited to:

Signature Fundraising Event Production

- Annual Gala
- Golf Classic
- Bright Futures Breakfast

Development Event Planning

- Graduation Celebration
- Gathering of Gratitude - Named Scholarship Reception
- DSF 101s - Future Center Visits
- Third-party fundraisers
- Community awareness events
- Donor and prospect introduction, cultivation, appreciation and stewardship events

DSF Constituent Event Support

- Board of Directors meetings and retreats (in collaboration with Executive Team)
- Staff meetings and retreats (in collaboration with Executive Team and Culture Club)
- Programmatic event support for College Access and College Success events
- Media and PR events

- Corporate Partners
- College Partner events

Lead the strategy, planning, coordination, production, implementation, logistics and reporting for all DSF events including but not limited to:

- Create and manage internal and external event planning timelines and meetings
- Create and manage budgets that reflect projected expenses and revenue
- Conduct site visits, secure venues, and oversee food and beverage logistics
- Acquire and manage vendors, contractors, and consultants; negotiate contracts and fees; and oversee silent and live auction and paddle raise logistics
- Secure in-kind donations to support events
- Manage and ensure fulfillment of all event sponsor benefits
- Coordinate event committees
- Manage event RSVPs, ticketing, and attendance
- Recruit and manage volunteers to support event capacity needs
- Serve as Event Captain and lead all aspects of onsite, day-of event implementation
- Manage event debrief with internal staff and external constituents
- Track, measure, and report event performance and feedback
- Research tools that increase guest experience
- Contribute to and lead initiatives to improve processes and procedures including use of team collaboration tools
- Work with marketing and communications to ensure all collateral, marketing, promotional, and communications needs are met
- Use Development database (Raisers Edge NXT) to manage event planning and logistics
- Create and maintain DSF master events calendar
- Coordinate and collaborate with all DSF departments for the successful creation and implementation of all events

Three or more years of nonprofit event planning, managing, and execution experience

Bachelors Degree or equivalent combination of training and experience

Experience with Raisers Edge and/or Raisers Edge NXT preferred

Knowledge of basic fundraising principles and techniques

Experience working with all Microsoft 365 including Planner and Teams.

Excellent oral, written, interpersonal, analytical, and organization skills

Strong attention to detail and ability to prioritize and manage multiple tasks

Self-starter and independent thinker with creative abilities

Ability to work independently as well as in a team environment

Ability to collaborate professionally and courteously with a wide variety of people, both in person and over the phone

Ability to maintain confidentiality

Optimistic attitude and flexibility in a changing work environment
Sensitivity to the needs of a diverse community
Commitment to the DSF mission
Extensive daily use of computers and software applications with the ability to regularly operate technology including fax, copier, computer, telephone, and other communication tools as needed
Professional office environment
Some scheduled evening and weekend work required
May be high-pressured depending on demands
Access to reliable transportation to travel to offsite meetings and professional development opportunities
Physical demands may involve lifting materials and equipment up to 30 pounds

Compensation & Benefits:

Compensation dependent upon experience and qualifications, hiring range \$50,000 to \$52,000

401(k) plan match up to 5%

Group health, dental, and vision insurance (low to no cost premium plans offered)

Paid holidays and Winter Break

Trusted Time Off (unlimited vacation policy following 90 days)

Professional Development

Summer Friday half days (June and July)

Contact:

jobs@denverscholarship.org

The Denver Scholarship Foundation is an equal opportunity and affirmative action employer committed to assembling a diverse and skilled staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.

Apply Here: <https://www.click2apply.net/wgn6nzckxs5c4y6j>

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