

**Reports to:** Director of Development

**Department:** Development

**Status:** Full-time, Exempt

**Primary Purpose:**

The Events Manager is responsible for developing, planning, implementing and managing all Affiliate events from concept to completion. Events range from intimate donor cultivation events in someone's home to our Race for the Cure with 8,500 attendees in Balboa Park, and everything in between. This position also supports and stewards all third-party events with individuals, corporations and community organizations. The Manager is responsible for building and maintaining our database of volunteers to provide engagement opportunities in our programmatic and fundraising events.

**Primary Responsibilities:**

EVENTS

- Serves as project manager for all Affiliate events, managing the internal and external assignments of responsibility, logistics, preparation details and day-of execution.
- Manages all event details and logistics for the Race for the Cure, along with our contracted event management company.
- Provides staff support for the Race for the Cure Committee, helping them complete their defined responsibilities.
- Assures that event objectives and target audiences are well-defined, events are run smoothly and are managed within budget.
- Secures and oversees event vendors and their logistics and assures that licenses/regulatory/insurance/contracts are in place.
- Manages all aspects of Dine Out for the Cure, along with Committee Chair, including restaurant recruitment, distribution of materials and continued cultivation, for a fundraising goal of \$35,000 in revenue.
- Responsible for all third-party events (events that an outside individual, group or company hold to benefit Susan G. Komen San Diego), contract agreements, establishing deliverables, stewarding of donor and continued recruitment and cultivation of external champions. Total revenue goal of \$155,000.
- Works closely with the UC San Diego team to manage Row for the Cure event details, pre-event fundraising and day-of execution. Total revenue goal of \$25,000.
- Assures that event volunteers are recruited, well-trained and recognized/thanked
- Works closely with staff that are responsible for marketing/public relations, sponsorships/donations/ticket sales.
- Acts as Komen San Diego's liaison for, coordinates activities with, and assures adherence to established policies related to approved external events for which Komen San Diego is a named beneficiary.
- Leads post-event evaluation and debrief to identify areas of improvement and things to replicate.

## VOLUNTEER MANAGEMENT

- Updates and maintains volunteer policies, handbook, job descriptions, training materials and procedures that reflect best practices and agency policies.
- Proactively markets Komen San Diego's volunteer engagement program and establishes strong relationships with individuals, businesses and community organizations to heighten the awareness and reputation of Komen San Diego and gain new volunteers.
- Proactively communicates with Komen San Diego's staff in order to understand Komen San Diego programs and to identify potential volunteer opportunities that match capabilities, interests, individual needs, strengths and skills of each volunteer.
- Provides orientation and training and manages qualified volunteers for a variety of programs, events and tasks at Komen San Diego facilities and at other offsite locations
- Develops and maintains a master volunteer database, which captures special skills and interests, availability and allows for the creation of reports related to volunteer hours and service information.
- Consistently communicates with volunteers in ways that keeps them actively engaged and invested and helps convert them to loyal Komen San Diego donors.

### **Skills**

Qualities of the ideal candidate:

- Thrives on managing multiple events in a short time period and can execute them all with grace and a smile
- Creative and innovative;
- Independent yet a team player;
- Able to multi-task, prioritize and stay well organized;
- Nimble and able to switch gears quickly;
- Comfortable managing a large volume of work at a fast-pace, with attention to detail and relationships;
- Able to embrace the small but mighty mindset of our non-profit;
- Available for some nights and weekends.
- Is pleasantly persistent

### **Education Requirements**

- Bachelor's degree or equivalent work experience necessary.
- 2-3 years of event management experience
- 1-2 years of experience managing volunteers
- Experience with fundraising a plus

### **Compensation**

Salary range is \$43,000 – \$47,000 depending on experience. Competitive benefits offered as well.

Please send cover letter and resume to [employment@sdkomen.org](mailto:employment@sdkomen.org) by April 1, 2018.