



Outdoors for All Job Description

Job Title: Event Manager

Job Summary: We are looking for a dynamic and experienced Event Manager to join the Outdoors for All Foundation. Reporting directly to the Senior Communications & Marketing Director, the Event Manager will oversee the planning, execution, and evaluation of not only our annual events, such as the signature Gala Auction, but also a wide range of cross-departmental events. This includes multiple beneficiary and community outreach events and events dedicated to donor and volunteer appreciation. The role requires coordinating efforts across various teams to ensure a seamless integration of strategies and successful execution of diverse events throughout the year. This role is key to advancing our fundraising and community engagement goals. The Event Manager will work closely with the Senior Marketing & Communications Director in addition to receiving support from our Events & Marketing Coordinator.

Reports to: Senior Marketing & Communications Director

Key Responsibilities:

- Lead the planning, coordination, and execution of the Annual Gala Auction, ensuring a high-quality and impactful event.
- Oversee the planning and execution of 2-3 additional fundraising events throughout the year.
- Develop and manage event timelines, budgets, and logistical plans to ensure events are delivered on time and within budget.
- Coordinate with vendors, venue managers, and other external partners to secure necessary resources and services.
- Supervise and manage onsite volunteers and any temporary event staff during events.
- Work closely with the Senior Communications & Marketing Director to align event strategies with organizational goals.
- Strong knowledge of Greater Giving Software to successfully track and display procurement items
- Collaborate on the content of promotional materials, including digital content, flyers, and social media posts involving events.
- Support team with event-related sponsorships, including solicitation, fulfillment, and relationship management.
- Collaborate with community partners and stakeholders to enhance event success and community outreach.
- Collaborate with the Volunteer Manager to plan and execute volunteer appreciation events, group volunteer opportunities, and community outreach events.
- Work with the Chief Development Officer to analyze post-event metrics and feedback, utilizing insights to refine event strategies and improve future planning.
- Work with event team to secure items for the Gala Auction.

- Represent Outdoors for All at general outreach events to raise awareness and expand the organization's presence in the community.
- Help drive community engagement and outreach efforts to enhance the organization's community footprint and grow its brand.
- Stay current on trends and best practices in event management and marketing.
- Participate in training to enhance knowledge of event software, CRM systems, and other relevant tools.

Qualifications and Requirements:

1. **Extensive Event Management Experience:** Demonstrated expertise in orchestrating large-scale events, including high-profile fundraising galas and auctions.
2. **Leadership Excellence:** Proven ability to lead and inspire teams, with a track record of effective collaboration and management.
3. **Exceptional Organizational and Communication Skills:** Highly skilled in organizing complex events, with outstanding verbal and written communication abilities and a knack for solving problems efficiently.
4. **Technical Proficiency:** Strong command of MS Office Suite (Word, Excel, Outlook, PowerPoint) and familiarity with Adobe Creative Suite, Greater Giving, Classy, Canva, and CRM systems is preferred by not required.
5. **Flexible Availability:** Willingness to accommodate a flexible schedule, including occasional evenings and weekends, to ensure successful event execution (with comp time available for weeks reaching beyond 40 hours worked)
6. **Relevant Educational Background:** Bachelor's degree in a relevant field preferred, with a solid foundation in event management principles.
7. **Proven Track Record:** Over 2 years of hands-on experience in event management with a demonstrated history of achieving successful fundraising outcomes.
8. **Physical Capability:** Ability to lift and carry up to 25 pounds as needed for event setup and management.
9. **Valid Driver's License:** Current Washington State Driver's License and proof of personal auto insurance.
10. **Background Clearance:** Successful completion of a comprehensive background check.

Status: Full-time, exempt.

Salary: \$60,000-\$75,000

Hours: Full-time, 40 hours/week, Monday through Friday 9am-5pm, with occasional special event support requested at other times.

Benefits: Medical, dental, 15 days vacation, 9 paid holidays, accrued sick leave, retirement plan matching, Summit at Snoqualmie season pass, professional development association membership, educational funding and other benefits as outlined in the Outdoors for All Employee Manual.

**Please send cover letter and resume to MarissaB@outdoorsforall.org*