



## JOB DESCRIPTION

*The Painted Turtle seeks to reach beyond illness, to inspire children with chronic and life-threatening illnesses to become their greater selves.*

**Title:** Events Manager

**Department:** Development

**Reports to:** Director of Development

**Status:** Full-Time

**Location:** Currently remote/hybrid and based in Santa Monica office, CA

**Date Updated:** 11/17/2021

**Summary:** Reporting to the Director of Development, the Events Manager is responsible for setting strategy and overseeing management and execution of all major organizational fundraising special events and athletic events for an innovative, high-energy non-profit that serves children with serious medical conditions. He/she/they will focus on key priority areas of planning and implementing strategies and practice for increasingly successful events.

Special Events include, but are not limited to: Board led events, Bingo at The Roxy, Harvest Moon, and 1-2 new events), and management of the LA Marathon, Charity Challenge and 5k weekend. The position will also provide support to the Inner Shell group and/or other regional advisory boards.

Additionally, this position will oversee the Camp Store should interest, skills, and experience align.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Manage and oversee fundraising special events from start to finish which can include, but is not limited to:
  - Timeline, communications, marketing, sponsorship, participation, logistics, event website creation, budget
  - Mailings and solicitations
  - Supplemental lists for email blasts and follow up
  - Serve as liaison with donors, committees, event planners/consultants, and volunteers
  - Lead pre-event and day of event logistics, alongside event planners/consultants
  - Research, build and foster relationships with corporate sponsors in close coordination with Associate Director, Corporations
  - Research and solicit guest and participant gifts as requested
  - Organize and facilitate staff and volunteer support for day of event

- Track event revenue and expenses for reconciliation and reporting
- Manage and update event fundraising tools/websites
- Submit event social media requests for social media pages/channels
- Manage appropriate acknowledgement, relationship building and stewardship of committee members, sponsors, participants, volunteers, etc.
- Prepare and participate in event and committee meetings as needed
- Develop, prioritize, and implement tactical project plans
- Compile estimated cost models, submit final budget, track budget statistics, and prepare management reports
- Negotiate contracts and maintain relationships with preferred vendors as well as oversee event insurance process
- Coordinate registration and payment procedures, as well as event best practices
- Organize required catering services and room and audio/visual equipment setup
- Provide project status updates and inform Development team and all Directors of key relationships and opportunities for further event growth and fundraising

#### **Camp Store Functions:**

- Oversee physical and online camp store
- Manage Camp Store technology, website, payment processes, revenue and expense reports, gift cards, vendors, How To's
- Responsibility for oversight of inventory, re-ordering, new merchandise, department requests
- Develop communication and marketing plan for Camp Store

#### **Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

#### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- One to three years successful experience in special event planning.

- Must be a highly energetic professional with a track record of growing successful events year after year.
- Utilizes fundraising software for prospecting, participant and donor strategy, actions, stewardship, reporting, etc. Experience with Blackbaud Raiser's Edge, MailChimp, OnlineExpress, Classy or peer-to-peer fundraising tools a plus.
- Ability to understand the needs and interests of leadership and event participants and donors in order to develop relationships between them and the organization.
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies.
- High level of analytical ability; self-motivated and directed; possess excellent administrative skills, high motivation, a proven ability to produce results in a highly deadline-oriented environment and attentiveness to detail.
- Self-confidence leading to creativity that will energize The Painted Turtle's special events.
- Independence and a strong team orientation toward both internal and external constituencies.

**Education/Experience:** Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

**Salary commensurate with experience**

**OUR CORE VALUES:** Community, Trust, Courage, Heart, Vision, Compassion, Joy  
 The Painted Turtle **community** evokes positive and impactful change through a **trust** that holds us accountable to the graceful understanding represented by our **compassion**. The **courage** to stand up for our **vision** is at the **heart** of our intentional leadership; and so we are **joyful** in each and every present moment.

The Painted Turtle is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, veteran status, disability status, or any other federal, state or local protected class. We encourage applicants from a wide variety of identities and experiences to apply.

**To apply:** Please submit a resume and cover letter to [alexism@thepaintedturtle.org](mailto:alexism@thepaintedturtle.org).

Please visit The Painted Turtle's website at [www.thepaintedturtle.org](http://www.thepaintedturtle.org).