



# Events Team Manager

## Start Date & Wage:

Part Time Position (15-20 hours a week)

Start: ASAP

Pay: \$13-\$15 an hour based on experience

## Why this position matters:

A Child's Hope Foundation (ACHF) is seeking an outgoing and organized Event Teams Manager to assist us in our mission of lifting orphans from surviving to thriving. The main responsibility of this position is ensuring that our various event teams have leadership and support to run events from conception to completion. An ideal candidate will be able to build rapport instantly and be an effective collaborator, trainer, and motivator who can provide clear priorities and helpful instructions.

The Event Teams Manager is responsible for managing the relationships of event directors and their volunteer staff members. The Manager will work closely with the members of the Donor Impact and Marketing teams to ensure the successful coordination and fulfillment of the purposes of each event. They support and help organize fundraising events and campaigns as needed. This position reports to the Director of Donor Impact.

## In short you will be responsible to:

- Manage the event directors. Oversee all events without personally directing each event.
- Hold consistent check-ins and 1on1s with team members.
- Ensure regular event meetings are being held by various event teams and attend them as needed.
- Provide vision for the role of the event and how it will accomplish the goals of the Director of Donor Impact.
- Ensure the events calendar is full and confirmed with the Director of Donor Impact
- Direct, assign, and train volunteers to work on various event teams; working to ensure there are adequate volunteers to help with events
- Oversee all event budgets and financial transactions

- Negotiate with vendors to achieve the most favorable terms
- Provide accountability for the details of the event to ensure timelines are being met
- Ensure the planning of events are happening with sufficient lead time to fulfill purpose of the event
- Attend events and support the various event directors
- Manage the sourcing and allocation of auction/raffle items for the various events
- Ensure corporate sponsors receive the value promised them through events
- Coordinate the storage and inventory of event supplies and ensure supplies are ready to use for upcoming events
- Schedule event equipment to make sure there are no double booking
- Uphold A Child's Hope Foundation's brand through enthusiastic and positive interactions with donors
- Generate trust among donors and potential donors by being authentically interested in their needs and interests
- Inspire donors to see A Child's Hope Foundation as THE nonprofit that is providing effective solutions to Lifting Orphans from Surviving to Thriving

## **Required Skills:**

- Self-directed and able to work without supervision
- Previous event management experience
- Good time management skills with the ability to juggle various open positions
- Attention to detail and problem solving skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements
- Exceptional management skills
- Exceptional interpersonal skills - demonstrated ability to build positive and engaging relationships
- Donor-focused, listening to the needs, interests, and passions of the donor and partner organizations with an eye to connecting them with ACHF's work
- Persuasive at promoting an idea or vision and getting others to take action; ability to read people; a desire to help every donor maximize their aligned goals
- Present complex information into a simple and compelling message for maximum clarity, understanding, and impact
- Active listener, is open to new ideas and diverse opinions
- Able to thrive and adjust when things don't go according to plans
- Effectively work across departments, teams, and groups
- Strong public presentation skills in one-on-one and small group settings



- Good computer skills and basic CRM experience
- Proficient in Google and Microsoft Suites

## **A note from the Executive Director:**

If you want to apply for this job, the following should be true of you:

- You need to take initiative and be willing to make mistakes. We've failed lots in the past and try to make new mistakes every day because we believe that is how you learn the quickest. You need to trust us to be cool and you need to be vulnerable.
- You aren't assumptive, you look for clarity and don't mind looking ignorant because you care more about being valuable than looking smart. You will understand why you are doing what is asked of you because you know we expect you to use your brain and make judgment calls regularly.
- You are crazy-organized and productive. Maybe you've read Getting Things Done by David Allen and you've made it your own (that would probably make you a shoe-in candidate).
- You should know yourself pretty well - knowing your strengths and weaknesses (bonus points if you include your top 5 strengths from Gallup's Strengthsfinder assessment in your cover letter).
- You should be confident and friendly, not intimidated by others. You should be direct and to the point and not worry about hurting our feelings (but don't be mean).
- You need to be task oriented and love knocking things off your checklist. This is a big one.
- You should be able to read this list of tasks and competencies and figure out how to present yourself in a personal letter to us explaining why you would likely be a great fit (even though you may be missing one of the attributes we are looking for). You would be able to know what would count as evidence that you are smart and capable enough to roll with us. If you just send a resume and not a cover letter you won't hear back from us because you aren't a careful enough reader to get the job (though you read this far, so you obviously will include it).

## **About Us:**

A Child's Hope Foundation (ACHF) is a 501(c)3 public charity that's mission is "Lifting Orphans from Surviving to Thriving." Please do check us out at [www.achf.org](http://www.achf.org) and look for us on FB and Instagram.

*To apply, email your cover letter and resume to [info@achf.org](mailto:info@achf.org).*