



connections
FOR THE HOMELESS

2121 Dewey Avenue
Evanston, IL 60201
847.475.7070

JOB DESCRIPTION

EVENT MANAGER

FLSA Status: Exempt

Summary of Position: The Event Manager position is a fundraiser who is responsible for planning and executing all the agency's events (external and internal). The event manager will guide the agency toward its goal of successfully producing hybrid virtual and in person events. Serving on a team of eleven, and reporting to the Associate Director of Development- Donor Relations the manager supports agency's overall development plan, strategic initiatives, community engagement and staff appreciation efforts.

Specific Duties:

External/Fundraising Event Responsibilities

- Lead the successful production of the agency's external events in a hybrid virtual and in person format. These events include its two signature fundraising events (Thrive and Inspire), Vision Dinners, Wicked Wickets, Milestones events, Thanksgiving Celebration, Memorial services, and Agency Picnic.
- Event Fundraising management: develop, implement, and refine fundraising strategies on an annual basis to increase revenue and reduce expenses related to special events. Drive all solicitations for event sponsorships, donations, ticket sales and event day fundraising opportunities.
- Event budgeting and project management: create and adhere to project budgets and timelines. Track and collect funds committed, build invitation lists, monitor progress of registration, ticket sales and income goals and adjust plans as appropriate. Work with Director of Development to create income and attendance projections for events. Conduct post-event follow up and action steps. Keep accurate records and comparison charts for every year.

- Event logistics: Secure and coordinate all appropriate contracts, permits and licensing, manage materials, supplies and signage needed for event production. Define roles and responsibilities for all staff and volunteers participating in events, support the recruitment of volunteers, train and supervise all night of volunteers and staff.
- Support and manage all volunteer event committees, sub-committees, and supplementary committees by staffing meetings, coordinating communications and supporting volunteer driven efforts and ideas.
- Coordinate all event invitations, solicitations, reservation management and post event follow up correspondences.
- Working with the communications team, manage production of all event related collateral, communications, publications, information disbursement and partner in creating social media strategies to drive participation.

Internal Event Leadership

- Manage the calendaring, set-up, invitation distribution, tear down of all internal events including: board meetings, all staff meetings, staff holiday party and softball game or other team building activities for the entire staff.
- Working on the staff appreciation committee, lead the design and execution of staff focused events like annual Holiday party, staff picnic.

General Development responsibilities

- Support overall development and implementation of annual development plan.
- Provide content as requested for agency communications.
- Adhere to the Code of Conduct for Connections for the Homeless.
- Perform other duties as assigned.

The following qualifications are requirements for the position:

- 3-7+ years working in events preferably at a non-profit.
- Experience producing virtual events.
- Experience with traditional in person event and auction management platforms and virtual platforms.
- Bachelor's degree and/or equivalent work experience in non-profit management, fundraising, communications, or marketing.
- Excellent computer skills, including MS Office (Word, PowerPoint, and Excel) and Adobe Creative Suite.

Other requirements:

- Valid Illinois Driver's License
- Flexible schedule – may be required to attend after hours' meetings, community events, and/or volunteer activities
- Able to work independently and with diverse populations
- Excellent speaking, writing, and interpersonal skills
- Must be willing to submit to a background check and submit to or provide evidence of a recent test for tuberculosis

Reports to: Associate Director of Development- Donor Relations
August, 2021