



Job Description

Title

Events Manager

Qualifications

Project and event management experience. 4 years or more of progressive event management experience preferred. Undergraduate degree a plus

Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability, and ethnic backgrounds

Proficient in Microsoft Word and Excel

Ability to work evenings/nights (4-5 per month on average) and weekends (3-4 per year on average)

Description

As part of the Development and Marketing team, the Events Managers plans and executes special events and leads smaller volunteer-driven events. Manages the collection and handling of in-kind donations.

Responsibilities

- Manages, evaluates, and expands fundraising programs under the direction of the Chief Development and Marketing Officer.
- Develops and recommends the budget, marketing plans, and objectives and manages within those approved plans.
- Recommends, develops, and implements effective marketing plans for generating event revenues.
- Collaborate with event steering committees to develop and implement a plan for sponsorship and attendee recruitment.
- Responsible for maintaining accurate and complete financial records for each event. Submit reports to Chief Development and Marketing Officer for analysis and review.
- Provides guidance for the Young Professionals Board (ages 25-40), serves as staff liaison and treasurer managing their fundraising events. Works to build committee support, helping with public awareness efforts. Grows the Young Professionals' board and fundraising success by recruiting members and sparking fresh engagement at board and committee meetings.
- As liaison for Youth Ambassadors, our high school-age supporters, manages recruitment, trainings, initiatives and events on a quarterly basis throughout the school year. Works to grow the Youth Ambassadors' program through existing relationships and recruitment efforts.
- Recruits, screens and manages volunteers for special events committees, Young Professionals and Youth Ambassadors.
- Represents organization at assigned community events.
- Attends all required organization in-services.
- Attends a minimum of one continuing education offering per year.

Skills

- Strong organizational skills with attention to detail and quality
- Ability to work in a fast-paced environment and make decisions in a timely and professional manner
- Ability to communicate professionally in both written and verbal form
- Excellent teamwork skills, ability to work independently and as a team player
- Highly organized and flexible. Able to work under pressure calmly
- Proficient in time management; the ability to organize and manage multiple priorities
- Excellent computer skills; ability to analyze situations and develop solutions

Accountability

Accountable to the Chief Development and Marketing Officer for carrying out assigned responsibilities and for following agency policies and procedures.

Excellent benefits to include Medical, Dental, Vision, Paid Time Off/Vacation/Holidays

Safe Connections is a not-for-profit organization that works to reduce the impact and incidence of relationship violence and sexual assault through education, crisis intervention, counseling, and support services. Safe Connections is an equal opportunity employer and seeks diversity in its community. Employment decisions are based on merit and organizational needs, not on race, citizenship status, national origin, sex, sexual orientation, gender identity or expression, age, religion, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

Submit cover letter, resume and contact information for at least three references to Cynthia Danley, 2165 Hampton Ave., St. Louis, MO 63139 or cynthia@safeconnections.org.