**Job Title:** Event Manager

**Reports To:** Chief Philanthropy Officer

**FLSA Status:** Exempt

**Schedule:** Monday - Friday

**Type:** Full Time

**Summary:**

The Events Manager will work on behalf of the Humane Society of Charlotte (HSC) under the supervision of the Chief Philanthropy Officer. This position’s concentration is the management and oversight of HSC’s annual events as well as engagement with the community. They will work closely with the other members of the Development Department, as well as volunteers, to build strategies to expand target audiences and community reach as well as increase revenue to further advance the mission of the organization.

**Essential Duties and Responsibilities Include:**

- Support and maintain the vision, mission, priorities, and guiding principles of HSC
- Coordinate and oversee all aspects of HSC events
- Research and recommend new annual events to benefit HSC and expand the organization’s reach in the Charlotte community
- Support members of the community that want to host 3rd party events/ fundraisers and work in conjunction with other members of the Development Department as needed to manage these endeavors
- Implement all aspects of HSC’s special event(s) activities, including but not limited to; budget and timeline preparation, recruitment and management of sponsors/companies/vendors, coordination of all event logistics, management of event software, marketing/PR activities and volunteer oversight
- Manage and maintain accurate and complete financial records for each event
- Ensure that the logistics and budget/timelines are met for each applicable event
- Utilize critical thinking and research to increase fundraising capacity for each event through implementation of new ideas and strategies
- Act as the primary liaison between HSC and volunteer event planning committees
- Determine areas that require improvement and ensure the success of each planning committee
- Work in conjunction with other members of the Development team to secure past as well as new event sponsors
- Work in conjunction with the Marketing and Communications Manager on creating/producing marketing and PR materials as they relate to HSC special events
• Work in conjunction with the Volunteer Manager to ensure that sufficient volunteer support is provided at all events
• Create email communications as needed for various programs using the Constant Contact email system
• Provide excellent customer service and stewardship to all event attendees, sponsors, supporters and committee members
• Oversee and manage the Philanthropy Assistant responsible for HSC rentals and providing support to the Development Team
• Work closely with the Gift Processing Associate to properly thank donors and track donations
• Represent the organization at public events, on media and at meetings as needed
• Perform special assignments and other duties as assigned when necessary
• Ensure the confidentiality and security of all donor information
• Oversee work assignments of volunteers as needed to ensure completion of work as assigned
• Embodies and holds staff accountable for adhering to the Organization's mission, vision, philosophies, core values, and team behavior expectations.

Knowledge, Skills & Ability:
• Enthusiasm for the mission of the Humane Society of Charlotte and helping animals and the people that love them in our community
• Bachelor's degree and 2-4 years of non-profit, special event and/or marketing experience required
• Knowledge of fundraising principles
• A proven track record of success managing large scale events
• Ability to quickly learn new software applications and programs including online giving platforms and auction software
• Detail-oriented with effective organizational skills, including strong time-management, the ability to manage multiple tasks and deadlines simultaneously, with limited resources, in a fast-paced environment
• Professional and friendly demeanor
• Excellent written and verbal communication, including public speaking and formal presentation, writing, grammar and editing skills
• Strong interpersonal skills with a focus on relationship building
• Must be a self-starter, with the ability to work independently with limited supervision, work well under pressure, and have solid problem-solving skills
• Proactively and consistently demonstrates friendly, engaging dialogue with event attendees, visitors, donors, volunteers, board members and committee members
• Must have a good sense of humor and enjoy working in a relaxed office environment
• Exemplifies and fosters a workplace culture of compassion, diversity, equity and inclusion
• Must be comfortable interacting with dogs and cats
• Must have a valid driver’s license, reliable mode of transportation and good driving record
• Primary schedule is Monday-Friday 9am - 5pm with occasional nights and weekends for events
• EOE

Work Environment:
• Exposure to high noise levels and odors when visiting the animal kennels
• The possibility of being exposed to fumes or airborne particles/toxic or caustic chemicals when visiting the animal kennels

Physical Demands:
• Must be able to lift and move up to 25 lbs
• Must be able to be on their feet for extended periods of time at events
• Must be able to work long hours for certain events

I understand the job duties and responsibilities as described above and can perform all tasks as outlined.

Signature: ____________________________________________________________

Printed Name: __________________________________________________________

Date: ____________________________________________________________________