



Events Manager Job Description

Overview: Beyond Housing exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house a home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be. Every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position: The Events Manager will be an essential member of the development team, responsible for planning and managing multiple fundraising events and initiatives to ensure department goals are achieved. This individual must possess a demonstrated ability to work and lead in a highly collaborative and diverse environment with peers, senior management, and outside agencies. They must have adaptability to quickly respond to changing programs, political, and/or environment factors while keeping a strategic focus. An ideal candidate will understand the culture of philanthropy, be donor centered, comfortable with negotiations, and can manage a budget. This position includes implementing best practices that will ensure growth of successful events.

Responsibilities include:

- Planning, implementing and managing development events including logistics.
- Manage and build vendor relationships and contracts to meet budgetary goals.
- Work with marketing on creation of collaterals and PR needs for events and initiatives.
- Oversee and steward relationships with vendors, donors and sponsors.
- Provide reports and analysis on progress of all events and initiatives.
- Provide support to non-development events.
- Other duties as assigned.

Personal Qualities:

- Collaborative -- A dynamic personality who is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative and Curious -- A systems-thinker and builder who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action.
- Reliable -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines.
- Trusted -- Ability to work with residents, partners, and staff of diverse backgrounds with a positive, optimistic and solutions oriented attitude. Shares a deep respect for the community, its stakeholders, and the residents that we serve.

- Driven -- Passion for the work and an interest in continuous learning and improvement.

Preferred Experience and Qualifications:

- Bachelor's degree in Business and a minimum of three years' experience in events planning and development.
- Demonstrated skills to effectively manage and prioritize multiple events or projects.
- Ability to work independently, in a team environment and in collaboration internally and externally.
- Experience with Microsoft Office applications, including Power Point, Publisher, and Outlook.
- Excellent attention to detail, the ability to be flexible, manage and meet deadlines.
- Highly organized, self-starter with good interpersonal, problem-solving and analytical skills.
- Proficient in oral and written communication.

Application Instructions:

Please send resume, cover letter, and salary requirements in MS Word format to HR@BeyondHousing.org.

For more information on Beyond Housing, visit www.beyondhousing.org

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.