

Position: Senior Events Manager

Reports to: Vice President of Community Impact and Engagement

Position Status: Full Time, Exempt, EOE

Salary range: \$42,000-\$47,000 annually

Scope of Position: This position furthers United Way of Larimer County's work in the community by providing opportunities for engagement through the planning and execution of stewardship, educational, fundraising and awareness-building events.

Essential Job Functions:

- Plan and execute organization-wide events, including event attendee registration, logistic planning and volunteer / staff assignments for:
 - State of the Community (January)
 - National Volunteer Month (April)
 - Leadership & Loyal Contributor Circle (August)
 - Make a Difference Day (October)
 - Family Volunteer Day (November)
 - Nonprofit Excellence Series (year-round)
 - Alexis de Tocqueville (AdT) Society (year-round)
 - Generation United (year-round)
 - Workplace Campaign (varies)
 - Other events, as assigned
- Serve as organization lead for event-related United Way database management and reporting, maintaining accurate and up-to-date information on all events and registrants
- Assess and manage multiple event budgets to align with department and program budgets
- Support event sponsorship solicitation and fulfillment for United Way's State of the Community, Make a Difference Day and other events
 - Work with United Way staff to solicit in-kind donations whenever possible
- Work with Marketing staff to ensure accurate, timeline and segmented communications
- Collaborate with other United Way departments on their specific event goals
- Manage event planning committees, as appropriate
- Provide excellent customer service to all constituents

Other Job Functions:

- Support overall department goals for constituent and community engagement
- Represent United Way of Larimer County professionally and expertly and promote United Way's vision and mission in the community
- Establish, develop, and maintain strong relationships with all constituents
- Implement and manage departmental key activity plans, as assigned
- Implement, manage and support departmental special projects, as assigned
- Maintain excellent communication with all staff
- Attend and participate in all department and staff meetings

- Other duties as assigned

Qualifications:

Education:

- Bachelor's degree required

Required Experience:

- At least three years of event planning experience required
- Experience with non-profits, direct service and / or volunteerism preferred
- Experience producing and executing large events
- Experience actively building and maintaining strong relationships with individuals and organizations
- Ability to lead and manage volunteers and volunteer groups
- Ability to collaborate with other departments, agencies and peers to reach common goals
- Strong verbal and written communication skills
- Excellent project management skills with the ability to exercise independent judgment and critical thinking, as well as establish metrics to effectively track progress
- Outstanding interpersonal skills with a positive customer service focused attitude with the ability to infuse stellar internal and external customer service into all activities
- Strong planning and organizational skills with attention to detail
- Ability to analyze and interpret statistical data as well as maintain accurate data records
- Proficient computer skills in Microsoft Office Products; database experience preferred
- Ability to function effectively in a fast-paced and changing work environment
- Commitment to learning
- Passion for community issues and problem solving
- Commitment to excellence and to United Way of Larimer County's mission and goal
- Ability to work independently, as part of a team and in an flexible environment
- Ability to work non-standard hours (mornings, evenings and occasional weekends)

To Apply:

Send resume and cover letter to jobs@uwaylc.org with Senior Events Manager in the subject line.