



Greater Bay Area

**Job Announcement
Internal Events Manager**

3/17

Make-A-Wish Greater Bay Area is seeking an organized, experienced and team-oriented professional who is passionate about our mission. This position manages key logistics of all internal events along with other fundraising related duties. Must desire a fast-paced environment and be able to prioritize responsibilities. We are seeking a go-getter with excellent organizational skills and experience managing vendors/contractors. Must be able to lift 40 lbs (case of wine). This full-time, exempt position reports to the Events Director.

RESPONSIBILITIES INCLUDE:

- Logistics Management
 - Manage event sites and related vendors for Brave The Bay, Walk for Wishes (3+ locations), Annual Meeting, Stewardship Events, Friday night event at Wishes in Wine Country
 - Assists with logistics as needed for Wine & Wishes and Wishes in Wine Country
- In-kind Donation Management
 - Solicits in-kind donations for all internal events (Wine & Wishes, Wishes in Wine Country, Brave The Bay, Walk for Wishes) including but not limited to winery/restaurant participants; t-shirts; other food donations; vendor booths, etc.
 - Serves as liaison for restaurant and winery partners at Wine & Wishes and Wishes in Wine Country, including Executive Chefs
- Fundraising Team Support
 - Creates and maintains websites and donations pages on Luminare and supports users
 - Respond to donor constituents via phone and email as needed
- Fundraising/Department Support
 - Manages Build-A-Wish and Cops & Wishes programs
 - Supports Walk for Wishes committees
 - Department lead on database tracking/systems and donor recognition process
 - Manage event interns/volunteers for related projects (train, supervise, etc.)
 - Represent the Foundation at public speaking events, internal and external events as needed

EXPERIENCE & SKILLS:

- 5+ years related experience in project or event management ,including event vendor/order oversight ; fundraising experience a plus
- BA or equivalent
- Experience soliciting for and organizing successful events (vendor relations, in-kind contributions)
- Excellent communication skills, both written and interpersonal, including public speaking
- Must be customer-service oriented with a professional and friendly phone presence
- Must be extremely well organized and able to prioritize
- Must work well under pressure, meet deadlines and learn quickly
- Must possess excellent decision-making ability and proactively seek out solutions to problems
- Must be a team-player and assist with all department and foundation projects as required
- Must be computer literate (strong knowledge of MS Word, Excel and Outlook) – experience with The Raiser’s Edge and/or Luminare a plus
- Must have valid California Driver License and access to personal transportation
- Evening and week-end work around major events

TO APPLY

Send a letter of interest and a resume to:
Internal Events Manager Search
Apply by email only: jobs@SFWish.org

Office Location thru 7/17 --- new office TBD Oakland on BART line
Make-A-Wish® Greater Bay Area
55 Hawthorne Lane, Suite 800
San Francisco, CA 94105

No phone calls, please. Position is opened until filled, EOE.