


GREATER BAY AREA
Job Announcement
Events Manager
10/18

Make-A-Wish Greater Bay Area is a wish granting organization. Together, we create life-changing wishes for children with critical illnesses. Our Chapter serves children from Monterey to the Oregon border and anticipates fulfilling over 400 magical wishes this year. Each wish is unique and is the dream of a child who is critically ill, the resulting smiles speak volumes to the healing effects of a wish come true.

We are seeking an accomplished, dynamic, innovative and team-oriented fundraising and event professional for the Events Manager role. This individual is results-oriented, thrives in a fast-paced environment and has a sincere interest in our mission. This exempt position reports to the Events Director and is a member of the Events team which oversees the production and implementation of both Internal and External Events. This position plays a key role within the Events department as this individual manages key logistics, vendor relations, fundraising related duties, as well as managing and growing the Kids For Wish Kids and Wishmakers on Campus initiatives within both Internal and External events and programs.

PRIMARY RESPONSIBILITIES

Internal Events

- Logistics Management
 - Manage event sites, related vendors for annual fundraising events: Brave the Bay, and World Wish Day/week; as well as stewardship and cultivation receptions and meetings
 - Assists Events Director with logistics as needed for annual Evening of Wishes Gala and Wine Country event(s), etc.
 - Supports creation of invitation and collateral needs, event theme and timeline, invitation lists, décor, menu, promotion, for assigned events and as needed
- Fundraising/Department Support
 - In partnership with Events Director, supports Event Committees
 - Oversees solicitation of in-kind donations for all Internal events (Evening of Wishes, Wine Country event(s), Brave the Bay, and World Wish Day) including but not limited to winery/restaurant participants; event promotional materials and gifts, auction items, and vendor booths, etc.
 - Works closely with Corporate and Individual giving teams to strategize around and increase contributions to events
 - Manage event staff/interns/volunteers for related projects (train, supervise, etc.)

External Events

- Assist Senior External Event Manager in providing event hosts with event consultation and motivational resources so they may succeed and maximize in their fundraising efforts, as needed
 - Fundraising support (managing resources, online promotion, etc.)
 - Event planning and staffing support (volunteers, auction items, venue solicitation, etc.)
- External Event Prospecting Support & Communication
 - Identify & secure new external events (including following up on leads, cold calls)
 - Actively network, promote and market the Foundation as a potential beneficiary
 - Represent the Foundation before a variety of groups, speak about the Foundation's mission and programs
- Kids For Wish Kids & Wishmakers On Campus Program Management
 - Serve as liaison for all new and existing student level fundraising (elementary through college)
 - Serve as Youth Board liaison and attend monthly meetings

CHARACTERISTICS: Innovative, self-starter, collaborative

EXPERIENCE & SKILLS

- 4+ years related experience – fundraising, sales, event management; supervisory experience preferred
- Documented track record of growing a fundraising/sales program and exceeding budgeted goals
- Polished phone and face-to-face interactions; proven track record of being a team leader/motivator
- Skilled making presentations to small and large groups
- BA or equivalent
- Exemplary customer service and excellent follow through and timeliness
- Highly computer literate; The Raiser's Edge, Luminate experience preferred, Microsoft Office required
- Extremely well organized and disciplined
- Must work well under pressure and meet deadlines & maintain a high level of accuracy (detail oriented)
- Must be customer-service oriented
- Must have valid California Driver License and access to personal transportation
- Must be able to lift 40 lbs
- Knowledge of Bay Area philanthropy desired
- Evening and weekend work required

TO APPLY

Send a letter of interest and resume to:

Events Manager Search

Apply by email only: jobs@sf.wish.org

Office Location:

Make-A-Wish Greater Bay Area

1333 Broadway, Suite 200

Oakland, CA 94612

No phone calls, please.

Position is open until filled. EOE.