



## Job Description

**Job Title:** Events & Outreach Manager

**FLSA Status:** Full time, Exempt

**Date Effective:** October 20, 2021

**Pay Range:** \$45,000 - \$55,000

### **Position Summary**

Coordinates Longmont Humane Society's (LHS) events and outreach programs to engage the community while focusing on meeting revenue goals. This position reports to the Deputy Director.

### **Essential Duties and Responsibilities**

- Plans and executes all details of events including budgeting and financial reconciliation, logistical preparation, permitting, vendor negotiation, and follow-up
- In coordination with Marketing & Communications person, uses event software to manage events online, including registration, pledges, and general fundraising
- Works with volunteer coordinators to establish, and then maintain event committees and event-day volunteers
- Maintains and adheres to a calendar of events, including event dates, sponsorship deadlines, and marketing deadlines
- Creates plan for stewardship events for donor appreciation
- Maintains relationships with existing/past sponsors, and seeks opportunities for support from the corporate community including sponsorship and corporate philanthropy
- Coordinates third party events, evaluating participation and resource allocation in accordance with organizational guidelines
- Stewards positive relationships with the community through participation in events representing LHS in a positive, professional manner
- Meets fiscal year development department goals
- Works collaboratively with the development department to create and implement a strategic development plan
- Contributes to the creation of the annual development budget
- Other duties as assigned

### **Knowledge, Skills and Abilities:**

- Professionally and effectively manage the expectations of others throughout all stages of the event.
- A strategic thinker and problem-solver, a team-player, willing to step into the gap and make solutions happen.
- Confident and enjoy developing and exploring creative ideas and presenting them as opportunities to improve upon current metrics.
- Goal-oriented, should strive to complete the assigned project on time and on budget.

- Maintain confidentiality, use tact and discretion while establishing good working relationships with people at all levels.
- Self-motivated, highly organized, and flexible to manage multiple tasks, including planning multiple events, and rapidly changing priorities independently.
- Ability to meet project deadlines in a fast-paced environment with minimal supervision.
- Maintain a positive and responsive attitude and always provide excellent customer service.
- Cultivate a positive environment and be willing to adhere to and reflect the values of LHS
- Excellent organizational, written, and oral communication skills and attention to detail.
- Willingness to manage a flexible schedule when necessary.
- Punctuality to work, off-site meetings and to events.

**Qualifications:**

- Bachelor's degree or equivalent
- 3 – 5 years of work experience in event/meeting planning and events management.
- Experience in developing and managing budgets, negotiating, and communicating with vendors.
- Experience using project management tools and techniques with extensive experience building and executing project plans and event logistics from start to finish.
- Strong computer skills using Microsoft Office, to include PowerPoint, Excel, Word, and Outlook Mail.
- Skilled in serving as an administrator on Facebook, Instagram, Twitter, and other social media platforms.
- Excellent written and oral communication abilities including presentation skills and the ability to conduct meetings and balance concerns of various constituents.
- Experience working with cross-functional, inter-departmental teams, including volunteers and committees.
- Committed to and enthusiastic about the mission, programs, and services of LHS.
- Experience with Donor Perfect or an equivalent development donor database; ability to learn new software as necessary

**Working Conditions:**

- Office and animal shelter environment
- Potential exposure to high noise levels and zoonotic diseases
- Exposure to all weather conditions when working at outdoor events
- Occasional lifting of up to 50 pounds
- Frequent use of computer and telephone