



Together, we create life-changing wishes for children with critical illnesses.

Title: Events Manager

Reports to: Chief Development Officer

Status: Full time, exempt

Location: Sacramento, CA

Overview of Role

Reporting to the Chief Development Officer, the Events Manager works with event committees, leadership and chapter staff on the strategic development and execution of chapter internal signature events. This position leads the delivery of meaningful and impactful events that garner positive PR and brand awareness, foster strong community relations, introduce new supporters to our mission, and increase revenue and donor loyalty. The Events Manager must be able to demonstrate internal team leadership while employing an entrepreneurial, collaborative and results-oriented approach to lead and drive the production of high-quality events. This position is responsible for ensuring successful event execution, including but not limited to: logistical preparation; vendor management; awards; presentations; speaker coordination; auction management; scripting and video production coordination; data entry; and any other tasks needed to make the events and partnerships successful. This job requires a highly organized, efficient, and personable individual who can handle multiple tasks with organization and accuracy.

This position is required to work in the Sacramento office as part of a hybrid work model.

Responsibilities

- Assists with the development of concepts, themes and formats for major events for the organization that engage supporters, increase brand awareness, and grow revenue.
- Negotiates with venues, consultants and vendors to secure rates that enhance budgets.
- Manages consultants and vendors prior to and during the event to ensure flawless efficiency.

- Maintains event budgets and oversees financial reporting to internal departments and external agencies.
- Works closely with marketing department to develop content for event correspondence, collateral materials, social media and event website.
- Oversees the post-event coordination and works closely with the development team on recognition to key constituents and financial reporting.
- Informs and updates staff members and other involved parties throughout the event cycle.
- Works with Volunteer Manager to support event volunteers on the day of the event.
- Performs additional duties and responsibilities as needed.

Requirements

- This position requires consistent attendance on a day-to-day basis.
- Ability to travel, dependent on organization needs, within the 41-county territory surrounding the office in Sacramento, CA.
- Available to work evenings and weekends as needed due to the nature of events.

Education and Experience

- 4-6 years of experience in event management, fundraising, or related field
- BS/BA or equivalent combination of education and work experience
- Strong database system and computer skills with proficiency in the Microsoft Office suite. Experience with Sales Force and OneCause strongly preferred.
- An understanding of charitable giving legal guidelines, specifically as it relates to fundraising events.
- Excellent relationship management and interpersonal skills: the ability to work effectively with donors, volunteers and staff; display superior judgment and diplomatic skills; excellent verbal and written communications skills.
- Proven strong negotiating skills.
- Enthusiasm, commitment to excellence, self-motivation, a professional demeanor, is highly organized and detail oriented.
- Ability to create and manage timelines and deadlines to achieve individual and team goals.

Chapter Benefits

- Hiring salary range of \$70-75,000 based on skills and experience.

- Full time, exempt (salaried) position.
- Fully benefited position including 401k retirement plan.
- Vacation and sick time as well as paid holidays.

How to Apply

Send a letter of interest and resume to hr@canv.wish.org. No phone calls or direct emails please. The position will be posted until it is filled.

An Equal Opportunity Employer

It is the policy of Make-A-Wish to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities.