COMMUNITY FOUNDATION OF SARASOTA COUNTY
JOB PROFILE: Manager, Events

Date: 11/17/2021
Reports to: VP, Strategy & Communications
Supervises: N/A
FLSA Status: X Exempt Non-Exempt

Purpose: This position key to communicating the Foundation’s impact among a diverse group of audiences and is responsible for the production and management of the Community Foundation of Sarasota County’s in-person and virtual events.

This position requires a highly organized, creative, detail oriented and motivated person to serve as lead for event planning, management, production and oversight of benefit fulfillment of CFSC-sponsored events and programs led by external partners.

The Manager position collaborates with other staff to execute events, and educational sessions for donors, professional advisors and nonprofit organizations (excluding nonprofit trainings). In addition, the position is responsible for implementation and coordination of Foundation-wide activities that appropriately and consistently promotes the Foundation within the community.

The position deals with a wide range of responsibilities that include: event theme building, creating event programs/timelines, communicating with event attendees & donors, marketing, contracting vendors, coordinating event logistics, timelines and tasks as necessary for event production.

The Events Manager must be able to anticipate project needs, discern work priorities, and meet deadlines. The Events Manager should have a passion for special event management, provide outstanding communication to CFSC staff, vendors and event attendees, be an enthusiastic professional, and be capable of building strong and positive relationships with colleagues, donors and partners.

Must be able to work flexible hours to assist with set up and take down of events. On occasion, hours may be as early as 6:30 am and as late as 9:00 pm.
Responsibilities:
Events: Planning, Production & Administration

- Plans, implements, and does follow-up for CFSC-hosted events or those sponsored by CFSC, whether in-person, virtual, or hybrid formats.
- Coordinates event logistics (including invitation lists, reservations, materials design, set-ups, takedowns, nametags, and gifts) across departments.
- Conducts pre and post-event team meetings.
- Maintains budget for each event. Keep track of event finances including check requests, invoicing, and reporting.
- Utilizes donor software to track guests that were invited and attended events.
- Manage the timeline, program, and task list for all hosted events (excludes nonprofit trainings).
- Lead all event planning and production meetings and discussions.
- Organize and lead collaboration with the Marketing Team on event concept, graphic design/production/printing, and event marketing.
- Negotiate costs and services with vendors; research, visit and book event space, arrange food and beverage, order all supplies/decorations, coordinate audiovisual equipment & operation, make travel arrangements, if needed. schedule events on the calendar.
- Coordinate the logistics for shipping supplies and staff travel to the event location(s), if needed.
- Secure volunteers; manage the staff and volunteers working at the event.
- Work with venues to create/revise room layouts/seating arrangements for each event as necessary.
- Manage on-site production and clean up for events as necessary.
- Organize and manage the invitation, registration and attendee check-in processes.
- Manage the follow-up with vendors and staff members following each event.
- Assist with preparing budgets and provide periodic progress reports to staff for each event project.
- Prepare and modify event contracts as requested.

Communications & Marketing

- Reviews and informs sponsorship-related materials that recognize CFSC’s support of events and programs in the community
- Works with internal team and external organizations to ensure CFSC receives all benefits for externally sponsored events, both through operating budget and grants administration
- Monitor event sponsorship packages and lead the fulfillment of sponsorship benefits due to the foundation; provides context and guidance for how CFSC is represented to prepare staff, including for prepared remarks
- Creates and/or solicits content for communicating impact of sponsored events and grant-funded partnerships where CFSC is represented
• Tracks budget for and makes purchases of promotional items and gifts; delivers materials to events as needed
• Identifies best practices for ongoing improvements to the sponsorship and strategic partnership programs, as well as identify new or emerging opportunities

• Conducts thoughtful analysis about the effectiveness of CFSC events and participation in collaboration with other teams. This may include use of tools such as surveys, intercept interviews, or other evaluation tools.
• Provide semi-regular review and reporting on use of staff time at external events and programs, as well as organizes tools for gathering feedback that other teams may track in various systems (FIMS, Events registration software, etc.)

Staff
• Maintains system to track attendance and procurement of tickets for colleagues to attend special events across the community.
• Coordinates logistics and materials for staff, board and committee meetings

Position Qualifications:

Education and Experience: Bachelor’s or Associate’s Degree preferred. Three (3) years of event planning and implementing experience essential. The combination of experience and education may be considered.

Skills Qualifications:
1. Excellent oral and written communication skills
2. Project Management skills, including the ability to plan, prioritize, coordinate and manage own work.
3. Demonstrated time management skills, including meeting shifting deadlines.
4. Effective problem-solving skills.
5. Demonstrated ability to develop, plan and execute events for 10 to 400 guests.
6. Ability to supervise a group of volunteers
7. Proven ability to work effectively with colleagues, donors, professional advisors, and others.
8. Experience in managing VIPs, C-level executives and celebrities
9. Excellent communication skills (both verbal and written).
10. Superior time management skills, multi-tasking abilities, team playing skills.
11. Budget management and negotiation skills.
12. Ability to accomplish projects independently.
13. Excellent interpersonal skills with a high level of professionalism.
14. Fantastic customer service ethic and high expectations for quality.

Technology Qualifications:
1. Proficient with Microsoft Word, Outlook, PowerPoint and Excel
2. Effective and efficient use of email and internet
3. Project Management Software—MS Project (desired)

General Performance Standards and Expectations:
In addition to satisfactory performance on all the essential job duties and responsibilities for this job, the Community Foundation of Sarasota County employees are will strive to
demonstrate our service philosophy of P.R.I.D.E in excellence to our internal and external constituents.

**Purposeful Worker**
Goal Oriented
Gets job done within deadlines
Self-Motivated
Takes Ownership
Accountable
Maintains required technical skills
Calm under stress

**Respect**
Respect for importance of everyone
Empathetic Listener
Ask and listen
Provides excellent customer service, both internal & external
Demonstrates qualities of a Servant Leader
Under promises and over delivers
Authentic, honest, genuine

**Inspirational**
Curious about new information
Creative, independent thinker
Problem solver – thinks outside the box
Continuous learner

**Dedicated Team Player**
Works well across disciplines
Adaptable to change
Listens to others ideas
Accepts different assignments

**Enthusiastic**
Excited about the CFSC mission
Optimistic, positive attitude

Approved:

_________________________________    ___________________
Supervisor       Date

_________________________________    ___________________
President       Date

_________________________________    ___________________
Director, Human Resources     Date