



Bay Area Rescue Mission
2114 MacDonald Ave. Richmond, CA 94801
Job Description

Position: Events Manager
Department: Development
Report To: VP of Development
FLSA Status: Part Time, Hybrid / Non-Exempt / Hourly
Date: April 2022

SUMMARY OF POSITION

The Events Manager will manage large scale events and projects. This position will oversee the coordination of event marketing and planning efforts and determine a customized marketing strategy for each event. This position reports directly to the Vice President of Development. Additionally, the Events Manager will work closely with other team members to enhance major special events.

MINIMUM REQUIRED QUALIFICATIONS

- Committed Christian with a commitment to and a passion for impacting change in the lives of the homeless, addicted, and disenfranchised.
- Able and willing to share the gospel of Jesus Christ and promote the vision of Bay Area Rescue Mission through building relationships with others and offering an opportunity for them to participate through financial giving and prayer support.
- Highly ethical, trustworthy, and professional.
- Broad knowledge of the principles of event planning and execution.
- Ability to manage multiple projects
- Strong leadership and organizational skills.
- Meticulous attention to detail.
- Ability to leverage a network of functional partnerships.
- 3-5 years experience in Event Coordination or Management.
- Ability to troubleshoot critical issues in a timely fashion.
- Strong interpersonal, planning, organizing, executing, persuading, and initiating skills
- Effective verbal communication skills using grace, empathy and tact.
- Excellent written communication and research skills
- Able to comfortably and quickly establish rapport with diverse types of people in a professional and engaging manner.
- Proficient with MS applications and use of current technology.
- Valid California state driver's license.

PREFERRED QUALIFICATIONS

- Degree in Event Management or relevant field.
- Five or more years of experience with growing responsibilities in fundraising or a related field.

ESSENTIAL FUNCTIONS

- Oversee the coordination of event marketing and planning efforts.
- Develop relationships with clientele and corporations who can provide event space and supplies.
- Determine a customized marketing strategy for each event.
- Use a creative eye to decide the decoration for spaces, flyers, palm cards, and other materials.
- Negotiate with vendors to decrease event costs.

- Facilitate take-away meetings with Event Planning team to develop best practices and examine any problems.
- Define the event attendee value proposition to pinpoint ticket prices.
- Report overall event costs to the management team.
- Propose ideas and changes for new events to attract attendees and increase attendee value.
- Use a Customer Relationship Database to manage client/attendee/customer contact information.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

- Work will be in a typical office environment, outdoors and after hours for meetings or other fundraising events
- Requires climbing stairs daily
- Position requires travel *frequently*, primarily within the greater Bay Area
- Requires extended periods of sitting – *occasionally*
- Lifting up to 25 lbs - *occasionally*

REQUIREMENT

The Bay Area Rescue Mission is a privately funded 501 (c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and Statement of Purpose. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in all of the ministry activities of the Bay Area Rescue Mission;
- Subscribe to the Bay Area Rescue Mission Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the Bay Area Rescue Mission Employee Handbook.

This position requires a Conflict of Interest Statement and a Confidentiality Statement.

My signature below acknowledges that I have read and understand the job description as described herein and that I can perform all that is required. I understand that this job description is not all-inclusive and that employment is always at-will.

Print Name

Signature

Date