

JOB INFORMATION

Job Family	Outreach and Community Engagement
Sub-Family	Outreach Education
Job Title:	Event Manager
Job Code:	
Alternate Title	
Version Date:	12/27/2022 2:41:09 PM
Salary Grade:	
Category	Conference Management
Department:	Community Engagement, Development
FLSA Classification:	Exempt
EEO Code:	Professionals
Job Level:	Individual Contributor

JOB SUMMARY

The Event Manager takes a lead role in the designing, planning, and execution of our events across the US which may include community gatherings, resource fairs, leadership training conferences, fundraising events, and more. This position manages communications with vendors, speakers, sponsors, and partners and ensures efficient internal collaborations between cross-departmental team members supporting our events. The Event Manager plays an instrumental role in creating great in-person and hybrid experiences for individuals and communities that can change how people live with Parkinson's.

Essential Functions

Essential Function	% TIME
Project management and on-site leadership of events. This includes managing cross departmental communications, working closely with external event contractors and coordinating all on site activity with venue managers, caterers, A/V staff, and other vendors and coordinating staff and volunteer engagement.	50%
Manage sponsor, partner, vendor and/or speaker communications to execute benefits, coordinate exhibits and panels, etc.	25%
Source venues and other vendors to meet event needs including seeking venue and vendor quotes and coordinate contracting process in collaboration with department director.	15%
Coordinate staff travel related to events including sourcing and managing hotels, coordinating the booking of flights and other transportation, and leading pre-event meetings and communications to prepare staff.	5%
Manage all shipping associated with events including packing, creating shipping labels, scheduling pickup, and coordinating return shipping.	5%

Additional Responsibilities

<i>Additional Responsibilities</i>
Ability to travel up to 25% of the time (1 week per month) and work evenings and weekends as needed for events
Support and build the Foundation's reputation as a leading resource for living well tools
Support the development and innovation of the Foundation's community partnerships
Support Foundation's Diversity & Inclusion initiative through thoughtful outreach, practices of cultural humility, and the inclusion of diverse leaders
Assist in other activities on the behalf of the Foundation

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education						
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Work Experience						
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5 years or more	relevant experience in in-person event production or management		
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Skills						
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Proven relationship management skills	High
Positive, outgoing personality, and demonstrated ability to collaborate with others in a respectful and empowering way	High
Detail oriented, highly responsive, and able to manage multiple requests or projects simultaneously	High
Strong problem-solved abilities	High
Deadline driven and able to execute tasks in a timely and accurate manner	High
Strong verbal and written communication skills and demonstrated ability to write clearly, persuasively, and accurately	High
Proficient in Excel, Word, Powerpoint, and Office 365 application	Medium
Proficient in data management (experience with Blackbaud products preferred)	Medium
Experience with creating and/or tracking event budgets preferred	Medium

Licenses and Certifications						
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PHYSICAL DEMANDS/WORKING CONDITIONS						
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Physical Demands						
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<i>Physical Demand</i>	NA	Rarely	Occasionally	Frequently	Constantly	Weight
Strength - Lift, carry, push, pull, or otherwise move objects				X		40
Reading					X	0
Carrying				X		40
Climbing Stairs				X		
Crouching				X		
Grasping				X		
Grip				X		
Handling	X					
Kneeling				X		
Pinch	X					
Pulling	X					
Pushing	X					
Lifting				X		40
Reaching				X		
Vision					X	
Repetitive Motions					X	
Sitting				X		
Standing				X		
Walking				X		
Stooping	X					

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Working Environment						
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<i>Working Condition</i>	NA	Rarely	Occasionally	Frequently	Constantly
Extreme cold	X				
Extreme heat	X				

Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Humidity	X				
Wet	X				
Noise	X				
Hazards	X				
Temperature Change	X				
Atmospheric Conditions	X				
Vibration	X				
Other	X				

TRAVEL REQUIREMENTS

<i>Travel Type</i>	<i>Percentage</i>
International & Domestic	25%

Valid Driver's License Required

<i>Yes/No</i>	<i>Reason for Drivers License</i>
Yes	To attend local and remote events, transportation while traveling

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Functional Competencies

<i>Competency</i>	<i>Level</i>	<i>Competency Description</i>
Analytical Thinking	4. Experienced	Solves complex problems using a sequential system.
Collaboration	4. Experienced	Strengthens alliances with other divisions to create opportunities internally and externally.
Functional Knowledge	3. Mid	Thorough understanding of his/her discipline and a rudimentary understanding of other disciplines.
Problem Solving	4. Experienced	Assesses circumstances using experience and a variety of information gathered.
Communication Skills	3. Mid	Communicates using persuasion and authority.
Influence	3. Mid	Seeks support for functional projects within and outside the function.

SCOPE

Freedom To Act

Works is accomplished with limited direction. Determines and develops approach to solutions. Work is evaluated upon completion to ensure objectives have been met.

Problem Complexity and Problem Solving Timeframes

Provides resolution to an assortments of problems that are typically well defined, but some clarification or judgment is required to determine action, as additional information about the problem / task is discovered. Uses judgment within defined practices / procedures to determine appropriate action. Problem/Task resolution timeframe: Inclusive of shorter timeframes, but the majority of tasks take up to several weeks to resolve.

People Management

<i># Direct Resources Managed</i>	<i># Indirect Resources Managed</i>

Financial Responsibility

Controllable Expenses (e.g., payroll and other budgeted items)	\$100 - \$400 Thousand USD
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COMPENSATION

<i>Salary Max</i>	\$0
<i>Salary Midpoint</i>	\$0
<i>Salary Min</i>	\$0