

Here for the Girls, Inc.
Job Posting
Development & Event Manager



RECRUITMENT NOTICE

Passion and commitment are hard to convey on a resume. Here for the Girls, Inc. (H4TG) is seeking candidates who possess these intangible characteristics - along with the experience, education, and skills - to help us further our mission and make a lasting, positive difference in the lives of our women, young breast cancer survivors.

Our organization offers loving, not-your-typical support through Beyond Boobs! (our community-based, in-person support) and Pink Link (our nationwide, 24/7, online support). Here for the Girls creates and serves an extended family of young survivors (diagnosed under 51) who help one another through diagnosis, treatment, and beyond.

Are you an outgoing, relationship-building team player who is motivated by making a difference? If so, consider joining the H4TG team, embracing our culture of compassion and support for young breast cancer survivors.

Development & Event Manager
Job Description

POSITION OVERVIEW

H4TG is looking for enthusiastic candidates with business development skills, interpersonal communications, and project management skills necessary to successfully execute our current annual events (golf tournament, gala, and 10k/5k run). This position will be based out of the corporate office located in Williamsburg, VA, and requires some evening and weekend hours in addition to normal business hours.

The Development & Event Manager reports organizationally to the Managing Director, serves as the team leader of the Here for the Girls Events Team, and is responsible for: 1) growing revenue and attendance for current established events 2) managing and ensuring events are successful, cost-effective, and adhere to the mission of the organization, budget, and logistical requirements 3) developing innovative ways to keep events fresh and relevant to supporter interest. The Development & Event manager needs to be a project manager with a strong focus on business development, marketing, and innovative techniques.

RESPONSIBILITIES

The Business Development & Events Manager is responsible for the overall event planning and execution ensuring success with: increased revenue and attendance, operations, and mission-centeredness.

Primary Program Oversight:

- Grow event revenue by securing new and fostering existing sponsors and supporters for all events
- Grow event attendance and community involvement
- Research, develop, and execute new ideas to enhance the event's success

- Prepare budgets and ensure adherence
- Source and negotiate with vendors, suppliers, and personnel such as DJs
- Coordinate all operations to include the establishment of committees for event assistance
- Foster new volunteer relationships that may offer skilled assistance for event operations
- Lead promotional activities to expand our reach in the communities where we hold events
- Supervise all hired staff (event coordinators, caterers etc.)
- Manage all aspects before, day of, and on the day of the event to ensure smooth and effective operations. Manage resolution of any problems that might occur
- Analyze the event's success and prepare reports

Secondary Program Oversight: As H4TG's Business Development & Event Manager, ensure that the mission of supporting our young women is woven through every aspect of the event.

Organizational Management: Adhere to brand guidelines for all marketing and communication materials, both internal and external, tied to each event. As a member of the operations team, identify meaningful opportunities for personal/team growth based on organizational needs and individual skills/abilities. Cultivate relationships with fellow team members, seeking and providing feedback and sharing opportunities for reciprocal growth and learning. Motivate and recognize individual and team efforts.

Organizational Initiatives: Each staff member may be required to attend overnight conferences and/or staff development retreats during the year. Also, staff members may expect other duties as assigned by the Managing Director.

QUALIFICATIONS

Knowledge

- Clear understanding of and a strong commitment to H4TG's mission, vision and core values.
- Effective communicator with ability to command an audience.
- Intuitive leader who is able to lead, develop, and motivate a team of volunteers.
- Innovative problem-solver who resolves issues, develops workable solutions, and defuses delicate situations.
- Commitment to professional ethics in working with confidential or sensitive information.

Skills

- Experience related to development campaigns, donor relations, and fundraising events.
- Exceptional interpersonal communication skills. Inspires others and conducts productive meetings.
- Solid, persuasive writing skills. Ability to produce clear, concise guidance and information.
- High level of self-motivation. Ability to work independently to manage short- and long-term activities, with a record of achieving results.
- Resourceful team player. Excels at building and maintaining trusting relationships.
- Comfort with ambiguity. Ability to respond adeptly to rapidly changing priorities and to work well under pressure.

- Strong organizational skills. Ability to manage multiple tasks proficiently and meet associated deadlines. High degree of detail orientation with the ability to take a project from concept to implementation and beyond.
- Self-starter as it pertains to developing new skills and on the job training.
- Continuous improvement. Willingness to learn new tools to expand current skills set. Ability to receive and effectively apply feedback from supervisor, staff, and volunteers. Ability to provide effective feedback to team members.
- Technical Skills. Candidates must be able to function in a virtual environment that uses multiple types of technology solutions and social media platforms, and be proficient with basic software including Microsoft Office 365. Experience in fundraising and donor management platforms are a plus. We currently use Salesforce and Classy.

Experience

- Proven experience in sales and business development.
- Proven experience as an event manager. Minimum of 3 to 5 years of experience working in a related position. Preference will be given to candidates with a combination of directly applicable job experience, experience in a non-profit environment, and education.
- Demonstrated success in working as a member of a team and developing effective working relationships with staff and volunteers.
- Demonstrated, successful project leadership experience that includes planning, implementing, and managing.
- Experience using social media for mass communications or marketing campaigns. Demonstrated ability to adapt to new technologies.

Education

Bachelor's degree preferred in nonprofit management, business/finance, marketing, public relations, social services or other related fields.

ADDITIONAL DETAILS:

Reports to: Managing Director
Office: Corporate - Williamsburg
Type: Full-time salaried employee
Recommended Compensation: Annual full-time salary of \$36,500 to \$39,500 based on experience/education
Health Insurance not available
Benefits: Generous Paid Time Off and Paid Holidays
Start Date: Target start date of January 15, 2018

Closing Date for Applications: December 4, 2017 (Please note: Target date for initial phone Interviews will take place the week of Dec. 11)

Contact Information: Forward resumes and questions to:
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