

Sacramento LGBT Community Center
Events Manager
Job Description-Full Time



Job Summary:

The Events Manager will have overall strategic and operational responsibility for the development, planning, execution, and evaluation of all Sacramento LGBT Community Center events including Sacramento Pride, Q-Prom, signature fundraising events, and coordination of other 3rd party fundraising and community engagement events.

This position reports to the Executive Director and works in partnership with development and program staff, volunteers, stakeholders, as well as directly with community members of diverse backgrounds. This work of this position supports the organization's objective to build a culturally rich LGBTQ community in order to create a region where LGBTQ people thrive. This is a full-time, exempt position.

Responsibilities:

- Plan and implement all fundraising and community engagement events, including the Center's signature events Sacramento Pride, Mama's Makin' Bacon Drag Brunch, Q-Prom, Sacramento Pride Awards, Get Centered Luncheon, and others as they arise
- Oversee all external (3rd Party) events and fundraising efforts
- Recruit, provide leadership to, and oversee all event committees and interns
- Develop volunteer needs for each event and partner with Volunteer Manager in implementation of volunteer program specific to events
- Develop and manage all event income and expense budgets in alignment with the agency budget and in coordination with development staff and the executive director
- Develop strategies and action steps to meet or exceed revenue goals and strive to reduce and allocate expenses appropriately
- Negotiate and manage service provider and vendor contracts
- Ensure compliance with all laws, regulations, Center policy, and safety obligations
- Support the Development Coordinator in soliciting, securing, and fulfilling corporate partnership relationships
- Work with event committees to solicit and secure in-kind donations, grants, or other cost off-setting resources for events
- Ensure the maintenance of a database to track income, expenses, and other measures of progress, and keep the Executive Director and Development Coordinator informed of progress and any possible variation from agreed upon goals
- Research and manage selection of entertainers and performers
- Manage logistics and supplies before, during, and after events
- Develop and manage appropriate marketing, public relations, advertising, and ticket sales

- Gather all necessary program-related information for event-related publications, the on-stage program and event multimedia
- Use Raiser's Edge to ensure that all ticket sales, event guests, gifts, corporate partners, vendors, and volunteer information is recorded in the database
- Create content for event pages on the website, e-Newsletter, and social media platforms
- Attend all Development events; must be willing and flexible to work evenings/weekends
- Participate in staff meetings, planning meetings, committee meetings and other meetings as needed
- Serve as a community representative and liaison to local, city and state agencies
- Obtain permits and ensure compliance with all laws, regulations, and agency approval processes and policies
- Support Development/Communications as needed; manage and fulfill corporate sponsorships and agreements, and development campaigns
- Other duties as assigned

Qualifications & Experience:

- Bachelor's Degree in event management, marketing, public relations, or other related fields is preferred. Relevant professional experience may substitute for formal education.
- 3-5 years' event management experience, preferably events with significant volunteers and over \$350,000 gross income (festivals, walks/runs/rides, galas)
- Experience working with the LGBTQ community and familiarity with issues of particular relevance to the diversity of the LGBTQ community
- Experience building and managing teams of volunteer event committees and volunteer event workforces
- Working knowledge of the Sacramento region and experience working with local event venues with capacities ranging from 300-25,000+ and experience working with the City of Sacramento Special Events permitting process
- Superior organizational, communication, analytical and logistics skills. A proven concern for detail, organization, and timely follow through. Tenacious commitment to achievement of agreed-upon targets
- Project management skills, including managing projects with multiple strict and competing deadlines
- Demonstrated ability to anticipate potential threats, develop contingency plans, problem-solve through crises effectively, and maintain calm in a high-pressure environment
- Demonstrated ability to develop realistic budgets, accurately forecast revenue, and seek opportunities to reduce costs in order to exceed performance goals
- Proven experience deploying technology to enhance event production efficiency and guest experience
- Excellent written and verbal communication skills, including interpersonal communication and presentations
- Flexibility of schedule, including evenings/weekends, and limited travel; expect to

work extended hours and maintain availability when away from the office as needed

- Proficient computer skills and knowledge including Microsoft Office 365 and Google Applications; Experience with Eventbrite, WordPress, Raiser's Edge, and Slack are preferred
- Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment; Ability to work independently and as part of a team.
- The person in this position may be required to sit or stand for extended periods, maneuver tight storage space, move objects up to 50 pounds, ascend/descend stairs, operate computers, copiers, and other office equipment, open and close filing cabinets and boxes, observe visitors, and communicate messages and tone by telephone.
- Must have a valid driver's license and reliable automobile transportation with proof of valid insurance. Must be willing to drive during work hours for pick-up, drop-off materials as necessary.
- Offers of employment may be contingent on satisfactory results of a criminal history background check.
- Passion for the Center's mission and work to create a region where LGBTQ people thrive

Compensation:

- Full time, exempt, 40 hours per week
- Salary Range \$43,700-\$47,500 DOE
- Monthly stipend to assist with health coverage
- Paid vacation, sick time, and holidays
- Annual professional development opportunities

To Apply:

Go to <http://www.SacCenter.org/careers>. Please submit a cover letter and a resume in a Microsoft Word or Adobe PDF document by email to jobs@saccenter.org. No phone calls or in-person applications please. Applications will be reviewed beginning on October 30 with a projected hiring date 2-6 weeks from that date.

About the Organization:

The Sacramento LGBT Community Center works to create a region where LGBTQ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQ community.

Position is located in Sacramento, CA.

Equal Opportunity:

The Sacramento LGBT Community Center is an Equal Opportunity employer. We actively seek applications from lesbians, gay men, women, bisexual, transgender

individuals, people of color, people with lived experience in homelessness, mental health, living with HIV/AIDS and disabilities.