

**POSITION:** Events Manager  
**REPORTS TO:** Annual & Corporate Giving Director  
**STATUS:** Exempt, Full-Time, Regular  
**COMPENSATION:** \$4160-\$4583 per month  
**BENEFITS:** Medical, Dental, Vision, and Life Insurance; Employee Assistance Program; and 401(k) retirement plan; Paid Holidays, Sick, and Vacation  
**LOCATION:** Sacramento, CA

### **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, our signature fundraising events, and coordination of 3<sup>rd</sup> party fundraising and community engagement events.

This position reports to the Development Manager 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.

### **ESSENTIAL FUNCTIONS:**

- 1) Plan and execute all community engagement and fundraising events, including the Center's signature events Sacramento Pride, Mama's Makin' Bacon Drag Brunch, Q-Prom, Sacramento Pride Awards, Vision of Equality Luncheon, Trans Family Day, and others as they arise.
- 2) Oversee all external (3<sup>rd</sup> Party) events and fundraising efforts.
- 3) Recruit, lead, and steward all event committees and interns.
- 4) Develop a detailed volunteer plans for each event and partner with the Volunteer Coordinator to ensure smooth operation of all events.
- 5) Develop and manage all event budgets in alignment with the agency budget and in coordination with development staff and finance staff.
- 6) Maintain detailed tracking documents for all income, expenses, and other measures of progress, and regularly provide reports to the Development Manager and Board's External Affairs Committee including any anticipated variation from agreed upon targets
- 7) Develop strategies to exceed revenue goals and strive to reduce expenses in order to maximize the impact of every dollar.
- 8) Research selection of, negotiate and manage vendor and performer contracts.
- 9) Ensure compliance with all laws, regulations, Center policy, and safety obligations
- 10) Support the Development Manager in soliciting, securing, and fulfilling corporate partnership relationships.
- 11) Empower event committees to solicit and secure in-kind donations, grants, or other cost off-setting resources for events.
- 12) Manage logistics and supplies before, during, and after events.

- 13) Develop and manage appropriate marketing, public relations, advertising, and ticket sales in coordination with the Community Engagement and Marketing Coordinator
- 14) Gather all necessary program-related information for event-related publications, the on-stage program and event multimedia
- 15) Use Raiser's Edge to ensure that all ticket sales, event guests, gifts, corporate partners, vendors, and volunteer information is recorded in the database in coordination with the Development Manager
- 16) Create content for event pages on the website, e-Newsletter, and social media platforms in coordination with the Community Engagement and Marketing Coordinator
- 17) Obtain permits and ensure compliance with all laws, regulations, and agency approval processes and policies

#### **GENERAL DUTIES:**

- 1) Participate in staff meetings, planning meetings, committee meetings and other meetings as needed.
- 2) Support Development/Communications as needed; manage and fulfill corporate sponsorships and agreements, and development campaigns.
- 3) Serve as a community representative and liaison to local, city and state agencies, specifically as the ambassador to the Consolidated Association of Prides, Inc. and other Pride organizations as well as mentor other LGBT/Pride organizational leaders.
- 4) Attend all development events; must be willing and flexible to work evenings/weekends.
- 5) Handle a variety of special projects and other related duties, as assigned.

#### **QUALIFICATIONS & EXPERIENCE:**

- 1) Passion for the Center's mission and work to create a region where LGBTQ people thrive and a commitment to follow all policies and procedures of the organization.
- 2) Experience working with the LGBTQ+ community and familiarity with issues of particular relevance to LGBTQ+ people.
- 3) Excellent interpersonal, verbal, and written communication skills, public speaking, and facilitation.
- 4) 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 an intersectional environment.
- 5) Availability: flexible schedule to include regular evening and weekend hours for events.
- 6) Ability to work independently and as part of a team.
- 7) Strong project management skills, including managing projects with multiple strict and competing deadlines and a proven attention to detail, organization, and timely follow through
- 8) Proven experience deploying technology to enhance event production efficiency and guest experience
- 9) Significant experience as a community organizer and leading volunteers.
- 10) Demonstrated ability to anticipate potential threats, develop contingency plans, problem-solve through crises effectively, and maintain calm in a high-pressure environment
- 11) Demonstrated ability to develop realistic budgets, accurately forecast revenue, plan contingencies, and tenaciously seek opportunities to reduce costs in order to exceed financial and attendance performance goals

- 12) Ability to work independently and as part of a team and demonstrated experience building and managing a volunteer workforce and event or project committees
- 13) 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
- 14) Flexibility of schedule, including evenings/weekends, and limited travel; expect to work extended hours and maintain availability when away from the office as needed.

**REQUIREMENTS:**

- 1) Bachelor's Degree in event management, marketing, public relations, community organizing, or other related fields. Relevant professional experience may substitute for formal education.
- 2) 3-5 years' event management experience, including events with a significant volunteer base and over \$350,000 gross revenue (festivals, peer to peer walks/runs/rides, galas)
- 3) Proficient computer skills and knowledge including Microsoft Word, Excel, and Power Point are required. OneDrive, Eventbrite, WordPress, Raiser's Edge, Slack, Facebook, Twitter, Instagram, and other social media tools are preferred
- 4) Access to reliable automobile transportation with a valid driver's license and proof of insurance is required. This position may on occasion be required to drive rented vehicles and/or our equipment.
- 5) 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 office equipment, open and close filing cabinets and boxes, observe visitors, and communicate messages by telephone.
- 6) Offer of employment may be contingent on satisfactory results of a criminal history background check.
- 7) Employees must be legally permitted to work in the United States.
- 8) The Sacramento LGBT Community Center is a drug free workplace, employees may be subject to a drug test.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

**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.

**EQUAL OPPORTUNITY:**

The Sacramento LGBT Community Center is proud to be an equal opportunity employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender or intersex are encouraged to apply. The Center maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability (including HIV or AIDS), medical/mental condition, perceived physical disability or veteran status, or any other basis prohibited by statute.

**TO APPLY:**



Email a cover letter and resume as attachments to [jobs@saccenter.org](mailto:jobs@saccenter.org) with the position title in the subject line; or submit a cover letter indicating the position you are applying for and application/resume to 2012 K Street, Sacramento, CA 95811. For more information visit [saccenter.org/careers](http://saccenter.org/careers). No phone calls please.

