



Position Title: Events Manager

Date: May 2019

Department: Resource Department

Reports To: Director of Development

Can Do MS Mission

- Can Do MS delivers health and wellness education programs to help families living with MS thrive.

Position Summary

- The Events Manager is responsible for the planning and successful execution of a broad spectrum of Can Do MS events including the SKI for MS fundraising series, donor parties, community events, and more. This is a full-time, year-round position located in Avon, CO.

Duties/Responsibilities

- Coordinate all aspects of planning, budgeting, timelines, execution, evaluation, and final reporting of Can Do MS events.
- Responsible for building and maximizing relationships and serving as the primary liaison with mountains, vendors, event staff, and volunteers to ensure successful planning, promotion, and execution of events.
- In conjunction with other team members, help with the creation sponsorship concepts, proposals, and activation.
- Create a project timeline and budget for each event and adhere to the deadlines and expenses.
- Conduct pre-site visits as necessary and coordinate with onsite contacts to manage and coordinate the event.
- Meet with clients pre-event or during events to discuss activation plans and instill confidence for a successful event.
- Secure, negotiate, and coordinate with local or national vendors on event space, food and beverage, supplies/decorations, audiovisual equipment, and all event activations.
- Solicit, secure, and coordinate with guest speakers, athletes, and entertainment.
- Responsible for the successful execution of sponsor activations onsite. Exemplify a “fit and finish” attitude, create efficiencies, and ensure that all aspects of the event are in excellent order and are of a high-quality standard. Recruit, train, and manage event directors and volunteers.
- Solicit and procure in-kind auction items to support revenue for donor-related events.
- Work with the Corporate Relations Manager to ensure fulfillment of corporate sponsorships, the processing of funding requests, and final reporting.
- Collaborate with development and marketing teams to ensure the fulfillment of corporate sponsorships/sponsor activations.

Supervisory Requirements

- Supervise activities of contracted employees (i.e., event directors, event staff, and volunteers) who implement events in markets throughout the US.
- Recruit and train all event staff such as event directors, event staff and volunteers.

Qualifications

- Education/Experience
 - Four-year college degree or related experience.
 - Four years of experience in organizing and managing special events or fundraising activities.
 - Four years of experience in operations and/or account management.
 - Event agency experience a plus.
 - Sales and/or marketing experience a plus.
- Knowledge, Skills, and Abilities
 - Ability to work both independently and as part of a team.
 - Exceptional attention to detail.
 - Ability to multi-task, efficiently manage shifting priorities and work in a fast paced environment.
 - Experience working with and managing staff and volunteers.
 - Excellent organizational, written, interpersonal, and computer skills a must.
 - Proficient in the use of Microsoft Office products.
 - Enthusiastic about networking and establishing lasting relationships with sponsors, donors, vendors, staff, volunteers, and athletes.
 - A self-starter with a track record in successfully managing projects from inception through implementation.
 - Able to work in a creative and deadline-oriented environment.
 - Openness to input and feedback.
 - The flexibility of schedule needed to travel. During the event season, must be able to work all events and work weekends to oversee the event.
- Physical Demands
 - Must be able to lift 25 pounds or more (may be required for event setups)
 - Cross-country travel required to attend fundraising events and to represent Can Do MS.

Work Environment

- Exposure to a normal office environment, with travel around the United States year-round.

To Apply, send cover letter and resume to:

Lauri O'Brien, info@cando-ms.org

ATTN: Events Manager Position