



JOB POSTING

Job Title: Events Manager
Department: Development and Communications
Supervisor: Senior Director of Development and Communications
Job location: Portland, OR
Salary: \$48,000-\$50,000 a year, plus a great benefits package

Organization Mission

Ronald McDonald House Charities® of Oregon and Southwest Washington ("RMHC Oregon") provides a "home away from home" for families with seriously ill children, and supports initiatives to improve pediatric health.

Our independent statewide chapter is 34 years old with three Ronald McDonald Houses that provide housing, comfort and support for 56 families every night. For more information on our mission, history and programs, please visit www.RMHCOregon.org

Job Description

The Events Manager is a full-time member of the development team – designing and coordinating a series of special events to raise over \$1M annually and cultivate and acknowledge organizational donors and key stakeholders. The Manager works closely with the development staff to establish and implement event work plans, budgets and timelines, and is responsible for the creation, organization and execution of successful fundraising and outreach events to support RMHC's mission.

Primary Duties and Responsibilities

- Annually develop special event work plans, expense budgets and timelines for all Portland-based fundraising and donor-oriented events and board meetings.
- Oversee all event logistics for the Stronger Together 5k Walk, Run, & Roll, the Portland Golf Classic, and the Hearts & Hands Gala.
- Produce donor recognition events, including the annual Tanner Society event.
- Oversee Board Meeting logistics including budgeting, booking, catering and set-up.
- Develop and supervise special event work plans, expense budgets and timelines for all other Stronger Together Walks (including Eugene, Salem and Bend).
- Develop and advise communications, marketing and social media plans and timelines for all fundraising events, such as the Stronger Together Walk series, Portland Golf Classic and Hearts & Hands Gala, and donor events.
- Oversee the Stronger Together Walk website and all peer-to-peer fundraising tools and efforts.



- Oversee, procure, and manage the Hearts & Hands Gala Silent Auction.
- Project manage the development of all event collateral.
- Ensure event costs stay within budget.
- Develop systems that ensure effective event production and optimize the guest experience.
- Organize and supervise event volunteers as needed.
- Maintain a current knowledge of the event-based fundraising field; participate in appropriate professional organizations for continuing education and professional growth.

Requirements

- Seasoned events manager with a great track record.
- Outstanding organizational skills, and the ability to manage multiple projects simultaneously.
- Experience supervising event volunteers on-site.
- Strong attention to detail.
- Ability to think strategically and creatively.
- Ability and desire to work in a fast pace environment with an organization that continues to grow statewide.
- Ability to work well under pressure and maintain strict deadlines.
- Ability to work under limited supervision, both independently and as a team member.
- Computer proficiency, including Microsoft Office Suite. Knowledge of The Raiser's Edge, Net Community, and Greater Giving is preferred.
- Bachelor's degree strongly preferred.
- Must possess a valid driver's license

Supervisory Responsibilities:

May supervise volunteers who provide administrative support.

Experience Required:

At least five years of professional experience in non-profit fundraising, including special event management, fundraising and corporate solicitation.

To apply, send a cover letter and resume to hr@rmhcoregon.org, attention: Eric Brown.

