

POSITION AVAILABLE

Position Title:	Manager, Events & Programs
Position Type:	Full-time – 1.0 FTE
Position Pay Range:	\$58,000 - \$72,000
Reports to:	Senior Manager, Grants and Programs
Direct reports:	None
To Apply:	This position is open until filled, but priority will be given to applications received by February 18, 2022. Please send a cover letter and resume to jobs@wawomensfdn.org with subject line “Events and Programs”.

About us: Washington Women’s Foundation (WaWF) is a strong and inclusive collective of informed people who identify as women who together influence community transformation. Through our collective philanthropy model, WaWF leverages the resources of individuals to make large-scale, high-impact grants, benefiting nonprofit organizations throughout Washington state. Since 1995, our members have invested more than \$20 million in the community. Through educational programming, events, and committees, members connect, learn, and transform themselves, as they work to transform our communities.

About the Position: WaWF seeks an experienced, creative, and self-motivated Manager, Events & Programs with a passion for building experiences that will engage, educate, and connect the members of WaWF with one another and the wider community. In collaboration with colleagues and WaWF members, you will be responsible for the planning, execution, performance measurement, and budget management of all WaWF virtual, hybrid and in-person events. Your management end-to-end will ensure events are aligned with strategic goals, and that we are creating excellent experiences for our community.

WaWF is an equal opportunity employer committed to having a staff that reflects the diversity of the communities we serve. We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants, people with disabilities, members of the LGBTQ+ community, and individuals with diverse cultural backgrounds and language abilities.

Position Duties:

- ***Event Planning and Operations (50%)***
 - In collaboration with colleagues and WaWF members, create, plan, and implement all WaWF events and programs. (Program examples: Panels, webinars, book discussions, grant education presentations etc. Annual events include: The Convening, Grant Awards Celebration, New Member Welcome, Loyal Member Thank You, Annual Meeting, PopUP for Women & Girls.)
 - Source and manage all vendor relationships pertaining to events.
 - Supervise onsite operations for all in-person events and manage technology for virtual events.
 - In collaboration with the Manager, Membership & Communications, drive participant recruitment with event invitations, personal outreach, and advertising (print and online)
 - Create post-event reports and analysis.
 - Maintain event database information, including attendee records, presenter records, event details, budget information, etc.
 - Manage event recordings, including uploading and archiving onto the WaWF website.
 - Create and maintain internal and external event calendars.

- **Committees and Volunteer Management (35%)**
 - Staff three, event-focused member committees: The Member Engagement Committee, the Social Committee, and the Convening Committee.
 - Coordinate with CEO and members to decide annual priorities for each committee.
 - Prepare and distribute meeting materials, take minutes, coordinate meeting logistics, and attend all committee meetings.
- **Sponsor and Guest Services (10%)**
 - Assist CEO in packaging sponsorship opportunities and soliciting event sponsors.
 - Manage relationships with event sponsors and ensure all sponsor benefits are fulfilled.
 - Provide excellent customer service to attendees.
- **Other Duties as Assigned (5%)**
 - The above is a summary of the primary duties and responsibilities of this position. The employee may be requested to perform job-related tasks other than those stated in the job description.

Qualifications and Skills:

- **The successful candidate will be:**
 - **Committed** to the mission, model, and work of WaWF.
 - **Diplomatic.** Able to work effectively with members, colleagues, vendors, and volunteers, all of whom may have different communication and work styles.
 - **Collaborative.** Strong interpersonal, relationship-building, and group facilitation skills.
 - **A Strategic Thinker and Planner.** Exceptional project management skills, detail-oriented, and able to think and plan proactively and ahead of schedule
 - **Knowledgeable.** 3+ years of event or project management experience in the nonprofit event, hospitality, food and beverage, or related profession preferred.
 - **Flexible.** Able to work a flexible schedule as needed.
 - **Proficient** with Zoom, Microsoft Office 365, and Salesforce or similar CRM tool.

Benefits

- Three weeks paid vacation, with increase to 4 weeks at year 6, 5 weeks at year 11
- 12 paid holidays
- Health, Dental, and Vision Insurance plus dependent coverage
- 10 days paid sick leave per year, accrued
- Retirement Plan: Employer contribution of 3% of annual salary to SEP-IRA after 1 year
- Matching Gifts: Match up to \$500 annually for charitable contributions
- Transportation: Orca Card provided.

Flexible Remote/In-Office Workspace. Must reside in Washington State. Manager, Events & Programs will be required to attend all in-person events. In keeping with Washington State guidelines, all in-person events held by the Foundation require proof of COVID-19 vaccination.

WaWF is committed to providing a work environment free from discrimination and harassment. WaWF does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability. Excepting any undue hardship, WaWF will provide reasonable accommodation upon request for candidates taking part in all aspects of the selection process.