

Special Events Manager

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Employer	The Humane Society of the United States
Location	Gaithersburg, MD
Posted	Mar 25, 2016
Closes	Apr 23, 2016
Function	Management
Industry	Consulting, Technology and Software
Career Level	Experienced (Non-Manager)
Hours	Full Time

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The Humane Society of the United States (HSUS), the nation's largest animal advocacy organization, is seeking a Special Events Manager for its Philanthropy Department. The main responsibility of this position is to create and execute special events in support of The HSUS and its affiliates, to expand its positive brand recognition and its special events including fundraising events for special HSUS programs and campaigns as well as donor cultivation and recognition events. In addition, the incumbent will provide consistency of event elements, creative direction, branding and style. This position will be responsible for: Designing, executing, and evaluating events that engage stakeholders in a meaningful action and dialogue in support of The HSUS and its affiliates Managing event layout, flow, timeline, vendors, solicit and manage gift bags/parting gifts, auctions, collateral and sponsorship fulfillment, travel coordination (rooming contracts, ground transportation, etc.) Creating event budgets, tracking expenses, booking event venues, negotiating contracts, and managing vendor invoice fulfillment Coordinating with other fundraisers and other departments on events, sponsorship/partnership outreach and fundraising efforts (facilitation of sponsorships, mobile giving, donation cards, live auction, etc.) Supporting social media event engagement Managing and training event-day volunteers/staff, etc. Managing inventory and storage of event supplies Providing support for talent/VIP wrangling as needed Staying well-informed on event, entertainment, and non-profit industry trends and best practices Working with communications, fundraising team and others to drive attendance to the event using personal invitations, fliers, calling and social media to spark attention Gathering events statistics to analyze event performance Working with donors and sponsors, as appropriate, in support of event success

Qualifications and Requirements: Bachelor's degree or equivalent experience At least 3 to 5 years' experience in event management or related field required Excellent project management and organizations skills Self-directed, amiable, and composed under pressure; able to work both independently and participate as a team player for achieving departmental and organizational success Excellent strategic thinking and critical reasoning skills; creative and forward thinking Strong written and verbal communication skills with experience in negotiating vendor/in-kind partner contracts to achieve maximum results and minimum costs Understanding of technical production and ways to implement technology into events; mobile apps, digital signage, social media, etc. Extremely comfortable with PowerPoint, to design and create high-quality loops and other on-screen elements for events Photoshop skills preferred for event design mockups/layouts, etc. Proficiency in CRM database and events management software (such as RegOnline) for event and attendee management Willingness to travel and to occasionally work irregular hours, such as evenings and weekends EOE

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