



Job Description

Job Title: Events & Outreach Manager

FLSA Status: Full-Time, Exempt

Date Effective: May 2018

Position Summary

Manages Longmont Humane Society's (LHS) events and outreach programs to engage the community while focusing on meeting revenue goals. This position reports to the Director of Development.

Essential Duties and Responsibilities

- Plans and executes all details of special events including budgeting and financial reconciliation, logistical preparation, permitting, vendor negotiation, and follow-up
- Manages events online, including registration, pledges, and general fundraising
- Manages special event committees and event-day volunteers
- Creates plan for stewardship events for donor appreciation
- Seeks opportunities for support from the corporate community including sponsorship and corporate philanthropy
- Coordinates third party events, evaluating participation and resource allocation in accordance with organizational guidelines
- Stewards positive relationships with the community through participation in events representing LHS in a positive, professional manner
- Meets fiscal year development department goals
- Works collaboratively with the development department to create and implement a strategic development plan
- Contributes to the creation of the annual development budget
- Other duties as assigned

Job Qualifications

Education and Experience:

- Bachelor's degree or equivalent, plus a minimum of 3 years' nonprofit development experience including successful event planning and execution (animal sheltering development a plus)
- Experience managing events hands-on from start to finish
- Demonstrated success in goal and priority setting
- Demonstrated interpersonal relationship skills to include building alliances with vendors, volunteers and community organizations

- Experience with Donor Perfect or an equivalent development donor database; ability to learn new software as necessary

Knowledge, Skills and Abilities:

- Demonstrated excellent verbal and written communication skills, including excellent interpersonal communication and phone speaking skills
- Outstanding customer service skills
- Proficiency with Microsoft Office, including Microsoft Excel and Word
- Excellent organizational and time-management skills; ability to meet deadlines; ability to set and accomplish work in order of priority; professionally maintain composure and effectiveness under pressure and changing conditions
- Ability to think critically
- Able to work a flexible schedule with regular weekend and evening activities
- Must be at least 21 years of age (for insurance purposes); hold a valid Colorado Driver's License and have an insurable driving record

Working Conditions:

- Office and animal shelter environment
- Potential exposure to high noise levels and zoonotic diseases
- Exposure to all weather conditions when working at outdoor events
- Occasional lifting of up to 50 pounds
- Frequent use of computer and telephone