



JOB DESCRIPTION

TITLE: Events Manager

DATE: April 2021

DEPARTMENT: Events

SUPERVISOR: Associate Director of National Events

FLSA Classification: Exempt

SUMMARY: The Events Manager serves as a liaison with committee chairpersons, consultants, and volunteers to execute all event activities. The position requires complex coordination between staff, volunteers, program participants, and attendees. The Events Manager works closely with Associate Director of National Events to carry out detailed event plans and support the overall fundraising success of the Marine Corps Scholarship Foundation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages 10+ annual fundraising events and serves as the primary point of contact between their volunteer leadership, event consultants, and the Scholarship Foundation office.
- Overseas planning and execution of marathon include recruiting, registering and communicating with runners; attending marathon expo; planning and coordinating logistical support and supporting day of event activities
- Works closely with event committee chairpersons and Associate Director of National Events to coordinate budgetary, marketing, and logistical requirements for events
- Ensures all event sponsorships and benefits are properly recorded in Raisers Edge for all events to include the naming of any scholarships associated with events
- Manages the accurate compilation of event registration, revenue, and financial reports for all events
- Trains volunteers on day-of event fund processing software and manages process at the event, including returning funds to national office
- Ensures event proceeds are posted correctly for scholarship agreements
- Identifies potential student speakers for events and works with committees to secure student attendance and train student speakers.
- Works closely with Heroes Tribute Program Coordinator to identify potential Wounded Marines and Gold Star Families and assists with necessary travel arrangements of these VIP's when necessary
- Manages event websites to ensure that accurate and timely information is posted online to allow event donors to register and donate to events

- Collaborates to establish an effective volunteer outreach, coordination and recognition program to include stewardship of volunteers at all levels
- Ensures all activities associated with events checklist for assigned events are completed (e.g. strategic thank you emails/notes, entering student speeches into RE and ensuring event consultants completed assigned tasks in accordance with contracts)
- Supports the planning and execution of internal events conducted by the Scholarship Foundation
- Performs other duties as assigned

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree
- 3-6 years related experience in non-profits, event planning, volunteer management, development and communication
- Experience working in a non-profit or exposure to development/fundraising preferred
- Extensive experience using Microsoft Office 365 including Teams, Outlook, Word, Excel and PowerPoint
- Experience using a database to store and extract data (Raiser's Edge preferred)
- Project based work experience a plus

REQUIRED SKILLS AND ABILITIES:

- Must possess a passion for the mission of the Marine Corps Scholarship Foundation
- Outstanding written communication skills and strong verbal skills
- Excellent project management and time management skills
- Ability to take action to solve problems/issues
- Strong interpersonal skills and the ability to display a professional demeanor at all times
- Ability to work well in a fast-paced team environment

WORKING CONDITIONS:

- Working conditions are in a standard office environment and will require interaction at events e.g., dinners, golf tournaments
- Duties require occasional lifting/carrying items (up to 35 lbs.), pulling/pushing items, stooping, kneeling and crouching
- Moderate travel will occur with this position; approximately 3-5 days each month.