If you are unable to complete this application due to a disability, contact this employer to ask for an accommodation or an alternative application process.

Events Manager
Full Time Regular
Professional
Washington, DC, US

Salary Range:
$50,700.00 To 65,900.00 Annually

DEPARTMENT: Development and Membership

REPORTS TO: Vice President for Development

LOCATION: New York City or Washington, DC

PRIMARY OBJECTIVE: To provide planning and project management, logistics, events, and administrative support for Bread for the World events that will inspire and engage our constituents.

PRIMARY RESPONSIBILITIES/ACTIVITIES:

1. Work collaboratively on events with members of the development and membership team, program team, and event committee members to achieve event goals, especially on fundraising.
2. Provide lead project management, logistics, and administrative support on Bread for the World’s two major signature events of the year in consultation with the Program department as applicable: the annual Gala to End Hunger and the annual Advocacy Summit. Will work directly with Bread’s Managing Director and Strategy Council on the Advocacy Summit.
3. Provide assistance and support on smaller events throughout the year including, but not limited to, house parties and smaller donor events and quarterly regional activist events. Additional events to engage Bread’s regional grassroots constituency, including young adults may also be planned.
4. Work with the direct response fundraising team to develop a peer-to-peer fundraising strategy and assist with implementing pilot events.
5. Coordinate and deliver donor-centered communications for events and appeals.
6. Maintain relationships with donors, sponsors, vendors, and partners associated with events.
7. Create a data plan for all fundraising and major Bread events. Maintain records of donor, participant, and sponsor contact in Raiser’s Edge database. Coordinate, track, and report event registration and attendance.
8. Organize and facilitate event committees by working closely with the Event Chair, coordinating event committee meetings, developing agendas, monitoring action item, and engaging committee members.
9. Create event-specific direct mail and email lists from the donor database.
10. Manage contracts with event vendors and in-kind donors.
11. Prepare budgets; forecast income and expenses for events.
12. Manage sponsor fulfillment and other partner obligations.

Events Marketing

1. In coordination and collaboration with the Strategic Communications and Campaigns department:
2. Assist with writing and promoting events on Bread for the World Social Media platforms.
3. Coordinate events-related multi-media production.
4. Manage the administration and design direction of event-specific communications pieces.
5. Assist in the creation of marketing briefs for each event.
6. Design procedures to welcome, engage, and reward donors and activists for their event participation.

SECONDARY RESPONSIBILITIES/ACTIVITIES:

1. Provides coverage for other Development and Membership team members, as needed.
2. Represents the Department on assigned task forces and committees, as needed.
3. Other tasks as assigned.

SUPERVISION EXERCISED: No supervisory responsibilities.

SKILLS/KNOWLEDGE REQUIRED:

- College degree or the equivalent work experience and five years’ work experience with similar responsibilities.
- Previous experience in fund development, event management, fundraising events, project management, marketing, communications or equivalent.
- Experience with planning both in-person and online/virtual events.
- Strong computer skills, especially proficiency in MS Office Suite, database software, and Internet research.
- Experience with fundraising databases, Raiser’s Edge preferred.
- Exceptional interpersonal and communication skills, including an ability to communicate clearly in verbal and written forms, as well as forge and maintain relationships with event stakeholders, with a strong focus on quality customer service.
- Ability to successfully manage multiple priorities and meet strict deadlines.
- Project management training or equivalent experience. Skilled in developing work plans with tasks and tactics that achieve strategic goals and outcomes for each event.
- Experience working with social media and digital fundraising or marketing platforms.
- Interest in hunger and poverty issues (U.S. and/or international)
- Ability to work cooperatively within a team and manage time effectively.
- Strong communications, writing, and research skills.
- Commitment to the mission and faith basis of Bread for the World and ability to communicate the case for supporting Bread.

CULTURAL EXPRESSIONS: Bread is committed to advancing racial equity externally and internally, all staff members play a vital role. In the course of our work, each staff person should work to apply a racial equity lens to their work and practices; and participate in racial equity on-going training. Bread is also committed to being an equal opportunity employer. Bread does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, military status, in any of its activities or operations.

WORK ENVIRONMENT ISSUES: 10-20% travel required.

DISCLAIMER: The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

WHO WE ARE: Bread for the World is a collective Christian voice urging our nation’s decision makers to end hunger at home and abroad. By changing policies, programs, and conditions that allow hunger and poverty to persist, we provide help and opportunity at home and far beyond where we live. We can end hunger in our time. But churches and charities can’t do it all. Our government must also do its part. With the stroke of a pen, policies are made that redirect millions of dollars and affect millions of lives. By making our voices heard in Congress, we make our nation’s laws fairer and more compassionate. We leverage big changes for people in our country and around the world who struggle with hunger.

WHAT WE DO: Bread equips people to write personal letters and emails, meet with their members of Congress, and to work with others to end hunger. Working through churches, campuses, and other organizations, we engage people in organized advocacy. Each year, Bread invites churches across the country to take up an Offering of Letters to Congress on legislation that impacts hungry and poor people. We organize advocacy campaigns to pass or block federal legislation that
will help end hunger and poverty. Bread works in a bipartisan way. Our network of thousands of individual members, churches, and denominations is active in every congressional district. We speak the truth to power with a moral and Christian voice and at the right time. And together, we are building the political will to end hunger and poverty.