



Des Moines Area Religious Council
Position Description

Events Manager (Part Time)

Purpose:

The purpose of this position is to promote the work of the Des Moines Area Religious Council by planning signature fundraising and other kinds of events for the organization and by coordinating DMARC's involvement in events hosted by external partners and donors for the benefit of the organization and its work. This person will be responsible for all operational, implementation, and post-event activities.

Responsibilities:

Establish staff and volunteer schedules, task assignments, and equipment allocation to ensure successful completion of all event objectives and goals

Build relationships with key partners and supporters

Determine fiscal requirements, conduct cost-benefit analyses and prepare budgetary recommendations

Negotiate agreements with outside vendors to ensure lowest cost and highest quality of service

Establish communication protocols and operating procedures with planning committees, subcontractors, and program staff.

Work closely with internal and external event planning committees to define event goals and develop implementation plans that promote the organization's brand.

Work with program staff to identify new program opportunities for the organization including identification and recruitment of sponsors and underwriters within the business and civic community.

Maintain a calendar of events and implement a system that enables and anticipates effective long-range planning and event management

Work closely with volunteers and staff to effectively promote events to target audiences

Work with program staff to identify potential revenue streams for major events

Work closely with administrative staff to oversee event registration processes

Work closely with communications staff to develop marketing tools for events

Supervise and coordinate activities of staff, volunteers, and vendors as required to successfully execute all necessary aspects of events on day of delivery

Work with communications staff to ensure optimal media coverage

Conduct post-event debriefing sessions and develop post-event reports

Job requirements:

Demonstrated ability in event management (3-5 years experience preferred)

Demonstrated ability to develop professional relationships with vendors, partners and volunteers

Demonstrated ability to problem-solve and work independently in a multi-task environment

Demonstrated organizational, planning, and project management skills

Demonstrated ability to develop effective and engaging branded events that achieve organization's goals

Demonstrated ability to prepare budgets and manage expenses

Demonstrated written and verbal communication skills

Strong computer skills

Posted July 6, 2010

Salary negotiable.

For more information, contact Sarai Schnucker Rice, Executive Director, sarai@dmreligious.org

Des Moines Area Religious Council . www.dmreligious.org . 515-277-6969