



SENIOR EVENTS COORDINATOR

MANNA is seeking a Senior Events Coordinator to join our growing Development Team. The team is responsible for philanthropic and event revenue generation, as well as all internal and external communication. This position will focus on MANNA's special events, third-party events, and ongoing fundraising efforts.

This position is full time – 40 hours per week – and comes with a competitive benefits package. Nights and weekends will be required as needed, and may be frequent some times of year. This position has significant room for growth within the department, and will involve working closely with all other departments at MANNA. The Senior Event Coordinator will report to the Senior Manager of Marketing & Events.

RESPONSIBILITIES:

- Work closely with Senior Manager of Marketing & Events to manage all planning, logistics, and execution of MANNA's Signature Events:
 - Pie in the Sky (Fall)
 - Shut Up & Dance (Spring)
 - The Main Course (Spring)
 - Guac Off (Summer)
- Lead on all third party events (events executed by outside organizations or donors), including:
 - Design Home (Fall)
 - MANNAFeast (Spring)
- Manage third party event budget and develop new third party events (events put on by outside donors or organizations) to meet growing budget priorities.
- Liaise with donors and organizations who choose to rent MANNA's space for other events.
- Lead, working closely with other departments, on non-fundraising events including:
 - Donor Appreciation Party (Winter)
 - Volunteer Appreciation Party (Fall)
 - Nourish Series (Spring)
- Represent MANNA in a professional manner at events and other speaking engagements.
- Work closely with the Senior Manager of Marketing & Events to develop event marketing plans, including:
 - Online content (blog posts, e-newsletters, video, social media, etc.) that communicates key aspects of MANNA's work and aligns with established goals in the areas of audience outreach and development.
 - Managing event photo libraries and digital content, and help to maintain and update media contacts.
 - Public relations outreach and execution.

QUALIFICATIONS:

- Bachelor's Degree required.
- 3 - 5 years' experience in a related field.
- Excellent writing, editing, and verbal communication skills with proven public speaking experience.
- Robust organizational skills, but with an ability to roll with the punches of event work.
- Experience working with high net worth donors, Boards of Directors, and/or other executive-level groups.
- Ability to keep the big picture in mind while having a strong eye for detail.
- Positive attitude and professional decorum.
- Knowledge of MS Office required, Adobe Creative Suite, Salesforce, and WordPress preferred. Graphic design experience a plus.
- Ability to operate within fixed deadlines while balancing multiple priorities; and to manage projects independently or with minimal oversight.
- A desire to learn and grow in a fast-paced organization.
- Please note that teamwork is of utmost importance at MANNA. Our clients always come first, and our employees are expected to work as a team to make sure that meals are prepared and delivered.

TO APPLY:

Please send resume, cover letter, a writing sample, salary requirements, and any supplemental materials of your choice via e-mail to:

Laura Payne, MPH
Senior Manager, Marketing & Events
careers@mannapa.org

Any incomplete applications will not be considered.