



## Job Description

<b>Position Title:</b>	Events Logistics Manager
<b>Type of Employment:</b>	<input type="checkbox"/> Full Time (40 Hours Average/Week) <input type="checkbox"/> Modified Full Time (30 Hours Average/Week) <input checked="" type="checkbox"/> Part Time (Average 12 Hours/Week) <input type="checkbox"/> Seasonal/Temporary
<b>Anticipated Days:</b>	Seasonally M-F as appropriate plus weekend events as necessary
<b>Reports To:</b>	Senior Director of Operations
<b>Anticipated Pay Range:</b>	\$25-\$28/hour

**Overview:** The Events Logistics Manager is responsible for organizing and overseeing the various elements required to ensure fundraising events run smoothly. This hours are reasonably flexible, with more time typically required in the time period leading up to events

### **Qualifications:**

- Demonstrated knowledge of all aspects of event logistics management.
- Effective problem-solver who exhibits a sense of urgency and ownership.
- Proven team player capable of working independently and with others; accountable for actions and those of team
- Deploys an organized, flexible work style; completes tasks thoroughly and in a timely manner.
- Effectively manages multiple competing priorities and shifting timelines.
- Strong communication skills and the ability to work effectively with staff, volunteers, and external service providers.
- Displays a drive to continuously improve all aspects of performance.
- Proactively and creatively identifies and carries out tactical and strategic solutions to issues.
- Must be able to lift 50 lbs regularly.

### **Job Duties:**

- **Planning and Coordination:** Develop detailed plans and schedules for event setup, execution, and teardown. Coordinate with vendors, venue staff, and other stakeholders.

- **Registration Set-up:** Determine how tickets and sponsorships will be sold.
- **Budget Management:** Create and manage the event budget, ensuring costs are controlled and expenditures are within budget.
- **Vendor Management:** Negotiate contracts and manage relationships with suppliers, including caterers, equipment rental companies, and entertainment providers.
- **On-Site Management:** Supervise event setup and breakdown, manage staff and volunteers, and address any issues that arise during the event.
- **Compliance and Safety:** Work with Sr Director of Risk to ensure all event activities comply with legal regulations and safety standards.
- **Communication:** Serve as the primary point of contact for all parties involved, providing updates and resolving any concerns.

#### **Other Responsibilities**

- **Event Sponsorship:** Support the Director of Philanthropy and Marketing seeking event corporate sponsorships, if required
- **Apply Volunteer Resources.** Coordinate with supervisor, colleagues, and Volunteer team to train, assign, and supervise volunteers to and on needs as appropriate. Maintain inventory and schedule of tasks that can be performed by individual volunteers as appropriate and by scheduled work groups.
- **Support Team Members and Colleagues.** Assist supervisor and colleagues across EquiCenter with related projects as requested.