



Job Title:	Community Events Manager	Department:	Development
Reports To:	Director of Development	FT / PT	Full Time
FLSA Status:	Exempt		

NFCC is a 501(c) 3 nonprofit organization whose mission is to help ease hardship & foster financial stability in our community.

Job Summary: The Community Events Manager is responsible for managing all aspects of NFCC’s community events, from inception through execution and closing activities. Includes creating event timelines and schedules and managing vendors and calendars. Assists in securing sponsorships. Events may include annual golf tournament, annual fundraising gala, community engagement events, donor recognition events, and other community events. Position requires a highly organized, creative, and motivated person to lead event planning, sponsorship, and community engagement.

Job Responsibilities:

- Coordinate and manage all aspects of each event from inception, execution and closing activities. To include coordination and negotiation of vendor contracts, event location, times, food and drink, theme/decorations, event schedule, gifts, recognition, volunteer management, vendor scheduling, and other task-related items specific to an event.
- Provide direction and oversight regarding client registration/scheduling for NFCC events.
- Lead event committee meetings.
- Develop and create sponsorship engagement plans for events and community engagement client programs.
- Represent NFCC at speaking engagements and engage with donors frequently.
- Engage with and secure sponsorships to support NFCC events and programs.
- Work with Director of Development to track event costs, budget, fundraising goals, and reporting.
- Collaborate with marketing to create marketing materials, website and social media deliverables.
- Enter in-kind donor receipts for events and outreach programs.
- Preparing reports of volunteers, registered families, and companies in advance of key outreach programs.
- Chairs Golf Tournament Committee and manages the event teams for all outreach and other fundraising events.
- Develops relationships with other community events leaders in our area to form partnerships.
- Develops 3rd party fundraising relationships.
- Supports the Director of Development in day-to-day donor engagement.
- Collaborates with all NFCC directors to ensure successful event outcomes.
- Post-event analysis; analyze event’s success and conduct debrief, provide proof of performance and thank you communications to all event sponsors.
- Will attend NFCC events and work with volunteers.

Job Requirements:

- Bachelor's degree preferred.
- 2-3 years special events and fundraising experience.
- Excellent planning and organization skills.
- Familiarity with mobile apps/text to give and event fundraising platforms for both virtual/in-person events a plus.
- Comfortable with public speaking and presenting at functions.
- Experience with event planning software a plus.
- Experience with 3rd party fundraising platforms a plus.
- Work well in a team environment, take initiative, problem solve, and motivate others.
- Strong experience using MS Office (Excel) and ability to navigate within Salesforce/CRM.
- Ability to multi-task, meet crucial deadlines.
- Criminal background check clearance.
- Negative drug test screening.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors in an office setting sitting in front of a computer 80% of the time. Must be able to lift, push and pull up to 25 lbs.

EEO Statement: NFCC is an Equal Opportunity Employer, NFCC does not discriminate based on race, religion, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disabilities, national origin, veteran status, or any other basis protected by the law. All employment is decided based on qualifications, merit, and business needs.

To apply, submit a resume and cover letter to Sherri Morgan, Director of Development at smorgan@nfcchelp.org.