**JOB ANNOUNCEMENT**

**Events Manager (Full-time, Exempt)**

**Organizational Overview**: Opportunity Fund was founded on the principle that a little seed money and the right financial advice can drive permanent and lasting change in the lives of Californians. As California’s largest microfinance provider, and a national leader in the microfinance movement, Opportunity Fund has helped thousands of people make basic yet transformative changes in their economic well-being. By offering microloans to aspiring entrepreneurs, and savings incentives to families and prospective college students, we provide the essential boost to empower individuals to reimagine their futures.

Certified by the U.S. Treasury, Opportunity Fund has a staff of 70 and offices in San Jose, San Francisco and Los Angeles. Since making our first loan in 1995, our team has deployed over $360 million into low-income communities—and we are just getting started. Our vision is that all Californians have access to empowering financial products to improve their lives. To achieve this vision, Opportunity Fund seeks new members for our team who believe strongly in bringing economic opportunity within reach to everyone in our state.

**Position Summary**:

Opportunity Fund seeks a highly qualified, highly motivated Events Manager to be responsible for producing the organization’s fundraising events. This is a new position at Opportunity Fund with the goal of leveraging events for increased donor awareness and engagement and increased revenue. The Events Manager is part of the Marketing team, reporting to the Marketing and Communications Director and responsible for producing 6-10 events per year, including: one 400-person Gala, three 300-person Taste of Microfinance cocktail parties, private dinners and luncheons, and new events as required. Working closely with the Marketing and Fundraising teams, the Events Manager will develop the event concept, budget and fundraising goals, ensuring all marketing, ticket sales, sponsorship and fundraising project milestones and goals are met or exceeded. Under minimal supervision from the Marketing and Communications Director, the Events Manager will design and manage each event from start to finish, including: volunteer engagement, vendor management, sponsorship opportunities, and all aspects of event production.

The ideal candidate will enjoy the fast-paced, deadline-driven nature of events, will have a positive and creative spirit, and will be a self-starter who can work independently. The candidate must have excellent organization, problem-solving, and time management skills and have strong attention to detail and excellent taste. The candidate should also thrive in an entrepreneurial environment, be a great team player with an ability to work with colleagues, vendors, and volunteers of all levels, and be enthusiastic about furthering Opportunity Fund’s mission.

**Responsibilities:**

*Event Design, Production and Execution*

* In collaboration with the Marketing and Communications Director and Fundraising Staff, conceive of and design a range of events, including concept, look and feel, fundraising strategy, and program design.
* Independently create and manage detailed event production plan and timeline, keeping team members updated on progress in a timely manner.
* Manage all aspects of event production, including site selection, collateral, vendor selection and negotiation, contracting, budgeting, guest registration, program implementation, and on-site events management.
* Oversee and manage all staffing for events, including volunteer recruitment and management.
* Maintain inventory of event materials - signs, posters, collateral, etc.
* Develop and prepare event operations binders for on-site team.
* Coordinate post-event evaluations/ surveys.
* Research, introduce and oversee execution of new event enhancement concepts.
* Lead event debrief.

*Event Marketing, Sales and Financial Management*

* Create and manage event budgets and forecasts, including all expenses and all revenues (sponsorship, ticket/table sales, and at-event fundraising).
* Create and manage team taskmaster, updating key team members of upcoming deadlines and responsibilities. In addition to event production and staffing logistics, the taskmaster will encompass all marketing and sales activities that need to be accomplished to successfully produce event.
* Collaborate with Marketing Manager/Graphic Designer to translate event design for marketing purposes, with invitations, website, collateral etc.
* Collaborate with Marketing and Communications Director to promote events to the media.
* Manage and maintain invitation and guest lists, in collaboration with Fundraising Staff.
* Accurately track RSVPs, maintain guest lists and handle event inquiries
* Manage all sponsor and guest services, including payment/pledge fulfillment, benefits, and acknowledgement.
* Secure in-kind solicitation proposals for bar, auction and gift sponsorships.
* Work with Development Associate to input and update all pertinent revenue opportunities and donor information into CRM (pre- and post-event ) in a timely manner, with a high degree of accuracy.
* Secure and process invoices from outside vendors for timely payment.
* Provide revenue and expense reports for leadership on regular basis, including final event budgets.

*Other*

* Plan and execute staff events as necessary, in collaboration with HR Director.
* Perform related duties as required or assigned.

**Qualifications:**

* Bachelor’s degree or equivalent combination of experience and education
* Three to five years of experience in special events, preferably non-profit fundraisers
* Strong interpersonal skills, with can-do spirit and willingness to lead others
* Proven ability to take initiative and be hands-on with all aspects of event preparations and logistics
* Proven capacity to make decisions independently
* Excellent computer skills including Word, Excel and PowerPoint
* Database experience preferred (Microsoft Dynamics CRM)
* Excellent written and verbal communication skills
* Detail-oriented and well-organized, with the ability to work autonomously and meet tight deadlines
* Integrity, flexibility and creativity
* Willingness to work nights/weekends and travel to Southern California, as required for events

**Compensation, Benefits and Office Location**:

* Competitive salary commensurate with experience.
* Medical, Dental, Vision, Life & Disability coverage 100% company funded for employees. Family coverage also available.
* Tax deferred 403(B) retirement plan (some employer contribution & matching);
* Paid vacation (increased with tenure), holidays and sick leave days.
* Public transportation or paid parking benefit.
* Location: San Francisco or San Jose, with occasional trips to Los Angeles as necessary

**To Apply:** Interested candidates should email [jobs@opportunityfund.org](mailto:jobs@opportunityfund.org?subject=Events%20Manager) with a resume and thoughtful cover letter that explains interest in the position and organization, and how your skills and experience meet the requirements of the position. Please specify “Events Manager” in the subject heading line.

Diverse candidates are encouraged to apply. Opportunity Fund is an Equal Opportunity Employer. www.opportunityfund.org