About Fresh Start Women’s Foundation:
Fresh Start Women’s Foundation provides education, resources, and support for women to positively transform their lives and strengthen their communities. Celebrating over 30 years of helping women across the Greater Phoenix area, Fresh Start envisions a community where every woman reaches her full potential through achieving personal empowerment and financial independence. Fresh Start supports women 18 years and older by providing essential and comprehensive services that focus on job training and career development, life skills, family law support, social work services, and financial literacy workshops. Fresh Start has helped thousands of women transform their own lives and the lives of their children and families.

Diversity is a core value at Fresh Start Women’s Foundation. We are passionate about building and sustaining an inclusive and equitable working and learning environment for all clients, staff, and stakeholders. We believe every member on our team enriches our diversity by broadening the range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

Job Summary:
As an integral member of the Development Team, the Events Manager is tasked with managing, coordinating and monitoring aspects of assigned events. Events include, but are not limited to: Fresh Start Gala, Fresh Start Charity Golf Classic, Wine, Women and Shoes, and Third-Party events. The Events Manager supports the Development Team through stewarding event donors and maintaining donor information in the event records of the Raiser’s Edge database.

Essential Functions & Accountabilities:
The Events Manager’s primary responsibilities will include but not be limited to the following:

- Coordinate, implement and execute all aspects of assigned events, which include fundraising components such as auctions, raffles, paddle raises, etc...
- Coordination of administrative duties and details for board, staff and committee meetings.
- Maintain and cultivate relationships with committee volunteers, corporate sponsors, board members and vendors.
- Plan and schedule timelines for event production.
- Coordinate sub-contract requirements for events as required including: production companies, rentals, décor and catering. Ensure adequate provisions for sub-contracting.
- Manage budgets for all events.
- Responsible for aspects of events planning and development including event correspondence (corporate and donor letters and agreements, advertising information, thank you letters); mailings (save the date, invitations); event program development (collect advertising, coordinate with production and printers, create and edit articles, board lists and donors).
- Assist with development, coordination and correspondence for all applicable committee meetings.
- Responsible for database development and management of events including sponsor and donor lists, registration lists, table, team and hole assignments, tracking percentage to goal and maintaining clean and accurate records.
- Responsible for budget development, financial management and tracking of events including maintenance of financial databases, preparation and tracking of invoicing and payments, phone follow-up.
- Serve as Fresh Start staff representative to the Auxiliary Board, attend monthly meetings and assist executive committee as needed.
• Work with the Fresh Start Men’s Board – attend monthly meetings, create agendas, take minutes, facilitate required actions.
• Plan event PR and collateral in coordination with the Development Coordinator.
• Develop a calendar of events and timelines in coordination with staff and event chairs.
• Plan and implement sponsorship solicitation requests.
• Work with Volunteer and Outreach Manager to secure volunteers.
• Work with event database company, currently AES for auctions, registration, etc.
• Execute and develop third party events according to the Third Party Event Guidelines.

Qualifications

Knowledge, Skills and Abilities:
• Ability to multi-task.
• Ability to work as part of a team.
• Ability to maintain accurate records and pay close attention to detail.
• Ability to develop a budget and monitor costs of events.
• Ability to utilize databases to track fundraising outcomes.
• Ability to represent the organization effectively in a variety of settings and communities.
• Ability to work evening and weekend hours as the position may require.
• Ability to work under pressure and meet deadlines.
• Ability to work occasional overtime.
• Excellent time-management and organization skills.
• Proficiency with Microsoft Office and Excel.
• Use of donor database platform. Currently using Raiser’s Edge.
• Experience with moves-management and donor relations.
• At least three years of experience in event planning/management.

Education:
• A bachelor’s degree is required