



Events Manager

Role and Purpose of Position

THRIVE in Southern New Mexico's events in Lincoln and Otero Counties are a vital tool in celebrating and communicating not only what we do, but "why" we do it. Our events give voice to the passion we have for our communities and all that we do. The Events Manager position is key to our success and requires a highly organized, creative, detail oriented and motivated person to serve as a leader for event planning, revenue generation, management, production, and sponsorship.

Events include fundraising and corporate functions, golf outings, special community benefits, and business conferences, among others. The position deals with a wide range of responsibilities that include: seeking & securing sponsorships, event theme building, creating event programs, communicating with event attendees & corporate donors, marketing, coordinating event logistics, timelines and tasks as necessary for event production.

The Events Manager must be able to anticipate project needs, discern work priorities, and meet deadlines. The Events Manager should have a passion for special event management, provide outstanding communication, be an enthusiastic professional, and be capable of building strong and positive relationships with donors and partners. Most importantly the Event Manager should have a passion for THRIVE in Southern New Mexico and our mission, and the communities we serve.

Duties and Responsibilities

The Events Manager will serve as the lead for event planning, revenue generation, management, production and sponsorship. This position includes, but is not limited to:

- Create and manage the timeline, program and task list for all THRIVE hosted events.
- Lead all event planning and production meetings and discussions.
- Organize and lead collaboration with the Executive Director on event concept, graphic design/production/printing, and event marketing.
- Negotiate costs and services with vendors; book event space, arrange food and beverage, order all supplies/decorations, coordinate audiovisual equipment and operation.
- Coordinate the logistics for shipping supplies and staff travel to the event location. Secure volunteers; manage the staff and volunteers working at the event when needed.
- Secure guest speakers and entertainment; review speeches, write scripts, coordinate rehearsals when needed.
- Work with venue to create/revise room layouts/seating arrangements for each event as necessary.
- Manage on-site set-up, production, and clean up for events as necessary. Create event sponsorship packages and lead the solicitation and securing of sponsorships.
- Organize and manage the invitation, registration, and attendee check-in processes.
- Manage the follow-up with vendors, sponsors, and staff members following each event.
- Self-starter and able to manage schedule without having to be directed to do the next task.
- Lift up to 50 lbs., extended sitting or standing, and extended driving throughout Otero and Lincoln Counties (Valid Driver's License required).
- Other duties as assigned.

Event Revenue Generation

- Lead the solicitation and securing of sponsorships
- Create event sponsorship packages
- Exceed revenue goals

Event Administration includes but is not limited to:

- Assist with preparing budgets and provide periodic progress reports to Executive Director for each event project.
- Work with Office Manager to keep track of event finances including check requests, invoicing, and reporting.
- Research venue options, coordinate appointments and visits to see venue space, and schedule events on the calendar.

Qualifications Required:

- 5+ years prior experience coordinating and executing special events
- Experience with office administration
- Proven track record of generating revenue from events
- Experience with integrating social media into event planning and execution
- Experience in managing VIPs, C-level executives, and celebrities
- Excellent communication skills (both verbal and written)
- Accepts direction and support well
- Superior time management skills, multi-tasking abilities, team playing skills
- Budget management and negotiation skills
- Ability to accomplish projects independently
- Excellent interpersonal skills with a high-level of professionalism
- Fantastic customer service ethics and high expectations for quality standards
- Experience with hiring and managing vendors for event production
- Internet research and email savvy
- Computer skills: Word, Excel, PowerPoint, Canva, Publisher, Donation Tracker

Preferred

- CMP (Certified Meeting Planner) with experience in the health and wellness industry and/or non-profit human services
- Experience in events with fiscal goals
- Enjoys a very collaborative environment

Level of Decision-Making

Within the bounds of THRIVE in Southern New Mexico's mission, values and policies, brand and sound professional practices, the Events Manager is free to manage his or her activities to deliver defined results. Specific authorities associated with this position and their implementation procedures will be determined in conjunction with the Executive Director.

Compensation & Benefits

This is a full-time, salaried position. Salary range is \$32,000-\$42,000 and will commensurate with qualifications and experience. Based on a 40-hour work week in most cases. Evenings and weekends may be required.

- Paid Time Off.
- Flex time when applicable.

Apply

To apply for this position, please send your resume along with a cover letter expressing your interest to Events@LetsThriveNM.org. This position will be open until filled. Serious inquiries only.