



POSITION TITLE: Event Director

SALARY LEVEL: \$15,000 - \$19,000

EMPLOYMENT TYPE: Contract

REPORTS TO: Providence Foundation CPO; Vanessa Behan ED

SUMMARY

The Pumpkin Ball Event Director is responsible for the overall strategic direction, planning and execution of the Pumpkin Ball, a black-tie fundraiser that is a collaboration between Providence Health Care Foundation (Sacred Heart Children’s Hospital) and Vanessa Behan. In 2019 the Pumpkin Ball raised over \$240,000 for Sacred Heart Children’s Hospital and Vanessa Behan, and was voted “Best Charity Gala” by readers of *Spokane Coeur d’Alene Living* magazine in 2013 and 2014.

The Director will work closely with community volunteers and staff from Providence Health Care Foundation and Vanessa Behan to ensure a successful event, and will contract with and manage event vendors as needed, including but not limited to facilities, catering and audio/visual, registration/guest management as well as managing donations and sponsored items from community businesses and leaders.

Candidates should have a robust and successful event planning background that includes non-profit fundraising events. This is a part-time contract position that requires a 12-month commitment.

PRINCIPLE RESPONSIBILITIES:

1. Provide strategic direction and oversee all aspects of the Pumpkin Ball.
2. Maintain strong relationships and communications between both benefiting agencies.
3. Recruit, manage and oversee work of steering committee (volunteer and staff). Work closely with the Vanessa Behan Development Team and the Sacred Heart Children’s Health Council as volunteers and committee members.
4. Oversee timely social media communication.
5. Convene and facilitate committee meetings as needed.
6. Oversee the development of assigned event revenue goals and operational budgets. Provide budget tracking and reporting including but not limited: to invoices/check request, expenses, and Pumpkin Ball event reporting for the Foundation 990.

7. Manage all pre and post event logistics, including but not limited to: pre-event invitations and registration, room layout, AV, catering, entertainment, decorations, program elements and post-event communication and thank you letters/receipts.
8. Serve as liaison with vendors and beneficiaries on event-related matters.
9. Be knowledgeable of legal requirements for permitting and represent the Pumpkin Ball with regulating agencies, ex. Washington State Liquor and Cannibals Board.
10. Evaluate and revise event elements as needed to increase revenue, i.e. games, raffles and auctions.
11. Track and manage planning aspects of the event in Greater Giving, including but not limited to guest registration, in-kind donations, sponsorships, auction management, website and reporting.
12. Assemble and manage procurement team/individuals to secure items for both live and silent auctions as well as game prizes.
13. Organize and develop timetables and deadlines for all tasks related to Pumpkin Ball.
14. Manage and coordinate day-of-event on-site production, set-up and clean-up.
15. Work with Foundation and Vanessa Behan staff (primarily development directors) to ensure that sponsor commitments are being met.
16. Collaborate with Foundation and Vanessa Behan staff to manage registration and guests lists, marketing, promotions, collateral, mailing lists, auction procurement and logistics, corporate table coordination and event software management.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Previous event planning experience required
- Skills in public relations, marketing and communications, including social media
- Demonstrated excellent organizational and follow-through skills, and meticulous attention to detail
- Ability to manage multiple projects and see projects through to a timely completion
- Ability to work independently, with minimal supervision
- Demonstrated experience in developing and implementing strategies for achieving operating goals
- Demonstrated experience in budget planning and oversight
- Ability to recruit, coordinate, train and supervise volunteers
- Works well under pressure; adaptability
- Commitment to providing excellent customer service
- Working knowledge of Microsoft Office Suite products
- Working knowledge of Greater Giving is strongly preferred