

EDMONDS CENTER FOR THE ARTS / EDMONDS PUBLIC FACILITIES DISTRICT

POSITION: Special Events Assistant Manager

EMPLOYMENT STATUS: Permanent, Full-Time, Non-Exempt

REPORTS TO: Director of Development

STARTING SALARY RANGE: \$50,000-\$58,000 (\$24.04-\$27.88 per hour), *Dependent on Experience*

POSITION SALARY RANGE: \$48,000-\$72,000 (\$23.07-\$34.62 per hour)

BENEFITS: This position is eligible for a competitive package including:

Medical, Dental, Vision benefits available. • Participation in the Washington State PERS retirement plan and ability to enroll in the Deferred Compensation Plan. • Company paid LTD and Life Insurance, with option to enroll in voluntary plans. • Employee Assistance Program (EAP) • Healthcare & Daycare Flexible Savings Accounts (FSA) • Up to 10 days of vacation time per year, up to 12 days of sick time per year, and 14 paid holidays per year.

POSITION SUMMARY:

EPFD/ECA's Special Events Assistant Manager at Edmonds Center for the Arts (ECA), plays a key role on the development team, and under the supervision of the Director of Development, supports the overall planning, coordination, and execution of donor special events, activities, and engagement opportunities.

The Special Events Assistant Manager is a collaborative, proactive, and resourceful self-starter who plans and facilitates events that effectively stewards donor relationships, generates public excitement, and provides seamless guest experiences. They are highly organized, experienced in event planning logistics, and client focused.

By coordinating with various team members and understanding ECA's community connection and the impact of our funders and patrons, the Special Events Assistant Manager contributes significantly to the overall success of ECA's mission. Like all employees at EPFD/ECA, the Special Events Assistant Manager must collaborate well with all team members and remain committed to EPFD/ECA's mission, goals, and values, while contributing to their evolution.

A Special Events Assistant Manager at EPFD/ECA is committed to justice, equity, diversity, and inclusion, and strives to continuously reflect these values within both internal and external relationships. They value a diverse team, are welcoming of different perspectives and approaches, and make sure that their colleagues and partners feel valued and empowered.

ESSENTIAL FUNCTIONS:

EVENT PLANNING

- In collaboration with the Director of Development, plan and execute ECA's Annual Gala and Auction, Center Stage (ECA's annual sponsorship event), donor receptions and donor stewardship events.
- Manage gala auction, including creation of online auction website within Greater Giving, registration for ticketing, charging of credit cards, updating the system as needed, and reporting.
- Develop and coordinate event scripts, show flows, event rehearsals, event planning meetings, and day of event execution and logistics.
- Coordinate with Production, Operations and Facilities for IT setup and needs for the theater and/or building during events.

- Solicit vendor proposals and manage vendor relationships (e.g., master of ceremonies, catering, rentals, photographers, printed materials).
- Train and coordinate volunteers as needed (e.g., recording, runners, registration, accounting).
- Maintain internal event calendars with timelines to make certain that adequate planning and preparation time is included for each event.
- Secure in-kind donations of goods and services, when appropriate.
- Consistently and accurately report progress of events and fundraising results to the Director of Development and appropriate committees.
- Attend Philanthropy Committee meetings.

DONOR STEWARDSHIP

- Execute innovative recognition opportunities, materials, and events focused on donor and sponsor stewardship.
- Ensure that systems/programs are in place for all donors and sponsors to receive appropriate, consistent recognition and accounting of the impact of their gifts.
- Staff donor recognition events as required.
- Attend donor and sponsor calls/meetings as needed.

MARKETING & COMMUNICATIONS:

- Work closely with the Marketing team to create event-related publicity and communications calendar.
- Maintain annual events and engagement calendar for Development Department.
- Coordinate the creation of event materials and content, digital/website copy, and supervise mailings for galas and other fundraising events.
- Regularly communicate with and serve as primary contact when needed, for donors and supporters on matters related to events and engagement activities.

ADMIN & FINANCE:

- Update data in the donor system database. Responsible for capturing event participation, including invitees, attendees, giving, and post-event feedback.
- In coordination with the Director of Development, manage event budgets and expense tracking.
- Partner with the finance department on the submittal of invoices for payment and tracking of revenue for ECA's major events.

Other Responsibilities:

- Stay informed of trends, venues, and technologies related to in-person and virtual events.
- Maintain strong relationships with external collaborating partners, boards, and staff.
- Participate in other projects and perform other tasks as assigned.

PREFERRED KNOWLEDGE, SKILLS, & ABILITIES:

- Superior planning and event logistics skills, as well as proven project and volunteer management skills.
- Skilled at cultivating and maintaining internal and external relationships with people at all levels of an organization and across a diverse range of cultural, generational, ethnic, educational, and social backgrounds.
- Excellent organizational and project management skills with the ability to multitask, prioritize, ensure all goals and deadlines are met in a timely manner, and have a keen attention to detail.

- Solid verbal, written, proofreading, editing, and presentation skills.
- Abilities to take initiative; manage simultaneous, multiple projects; be flexible; establish priorities; and meet deadlines.
- Working knowledge of fundraising, event management, and other database software programs.
- An ability to exercise a high level of professionalism, judgment, and above all, discretion, and confidentiality.
- Computer proficiency, including Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Knowledge of and enthusiasm for the performing arts, a plus.

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Bachelor's degree in a related field or equivalent combination of education and experience.
- Must possess a minimum of two (2) years of nonprofit event coordination, development, or related fundraising support work.
- Demonstrated success in external relationship management, vendor management, and volunteer coordination.
- Experience in basic website/webpage development or digital communications preferred.
- Experience in communications or community relations, a plus.
- A valid driver's license and acceptable driving record is required for those in positions that may operate company vehicles.

WORKING CONDITIONS:

This position may have a low to moderate stress level associated with dealing with crowds of public visitors. The environment is mainly indoors, however position may occasionally be required to work outdoors and exposed to the elements (heat, rain, etc.).

This is a full-time position; hours of work are typically during the standard work week but must be flexible and varied to meet the demands of the events of the department and facility. The Assistant Manager staffs most donor events, requiring some evening and weekend work, and is able to flex daytime schedules around this work. Must be able to work extended and/or irregular hours including day, nights, weekends, holidays, as needed and may require work in addition to the standard 40-hour work week in the lead up to and day of events which may occur outside of the normal workday and/or on weekends. Must have reliable transportation.

- Standard office environment for administrative tasks. Moderate level of movement around the venue, often at a quick pace. Includes prolonged periods of remaining in a stationary position in an office setting and operating a computer.
- May require ability to continuously stand or walk for extended periods.
- May require lifting, climbing, carrying, bending, stooping, squatting, and kneeling for extended periods of time.
- Ability to occasionally lift up to 40-pound items with or without assistance, while maintaining good balance.
- Ability to work more than 8 hours in a single shift.
- Unexpected interruptions occur often, and stress level is low to moderate.
- Noise level is quiet to moderate.
- Ability to observe details at close range during computer use and document review.
- Repetitive use of hands and wrists on computers and equipment.

- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- May require occasional travel.
- The person in this role must be able to perform the essential functions with or without accommodation.

APPLICATION REQUIREMENTS:

Please send cover letter describing qualifications, resume, three references, completed EPFD/ECA Application Form and Voluntary EEO Survey (available for download at <https://www.edmondscenterforthearts.org/about/careers-at-eca/>) to careers@ec4arts.org OR Special Events Assistant Manager Search, Edmonds Center for the Arts, 410 4th Ave N, Edmonds, WA 98020. No phone calls please.

Edmonds Public Facilities District/Edmonds Center for the Arts is an Equal Opportunity Employer and is committed to advancing equity through our work and to becoming a more inclusive organization.

NOTE: Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity, and authorization to be employed in the United States. Additionally, all applicants must possess a valid Driver's License.

NOTE: An EPFD/ECA Application Form is required for all EPFD/ECA job openings. It is important that you review the application carefully. A candidate may be disqualified due to an incomplete application form. Any individual requiring ADA accommodation during any part of the selection process should advise EPFD/ECA of the need.