



JOB DESCRIPTION

JOB TITLE: Events Manager	
Job Family:	Supervisor: Chief Development Officer
Classification: Full-Time; Exempt; Salaried	On-Call Responsibilities: ☐ Yes ☒ No
Expected Schedule/Hours of Work: • 40 or more hours per week • A mixture of regular business hours and evening and weekend availability is required	Work Location: • Office location at the Lee's Summit campus • Required in-person attendance at events on a regular basis • A hybrid work schedule may be permitted, provided it aligns with business needs and the employee maintains satisfactory performance and accountability
Title(s) of Immediate Subordinates: N/A	Total Number of Employees Supervised: Directly: 0 Indirectly: 0

POSITION SUMMARY:

The Events Manager is responsible for the success of Hope House's signature fundraising events, as well as secondary and third-party events and community engagement efforts. This role oversees all aspects of event planning, coordination, and execution to ensure positive experiences for participants and maximizing fundraising outcomes.

ESSENTIAL FUNCTIONS:

Event Planning, Execution, and Logistics

- Plan, organize and execute events from start to finish, including the annual gala, as well as secondary and third-party events.
- Manage the long-range events calendar and facilitate regular event planning meetings.
- Coordinate logistics such as venue selection, décor, catering, entertainment, transportation, and audio-visual production.
- Oversee guest list management, RSVPs, seating, acknowledgements, and on-site event execution.
- Lead and supervise event staff, contractors, and volunteers.
- Interact positively with event attendees and address their needs.

Budget, Vendors, and Sponsorships

- Create and manage event budgets, ensuring cost-effectiveness without compromising quality.



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- Source, negotiate, and manage relationships with event vendors and suppliers, securing competitive bids.
- Secure event sponsorships, donations, tickets sales, and in-kind contributions.
- Collaborate with team members to create sponsorship packages and donor recognition opportunities.

Marketing, Promotions, and Community Engagement

- Partner with team members to promote events through social media, email campaigns, printed materials, and other channels.
- Develop creative strategies to maximize attendance, donor engagement, and community visibility.
- Build and maintain strong relationships with donors, sponsors, vendors, and community partners.
- Represent Hope House at community meetings, speaking engagements, and tours.

Data and Reporting

- Manage constituent and event records in Blackbaud Raiser's Edge and Greater Giving.
- Track and report on event performance and revenue metrics.
- Prepare post-event analyses to inform future planning.

Other

- Follow all Hope House service philosophies, policies, and procedures.
- Perform other duties as assigned.

IMPORTANT COMPETENCIES (Knowledge, Skills, and Abilities)

- **Communication Skills** - speak effectively in group settings and public forums; demonstrate strong written, verbal, and presentation skills; persuasively pitch ideas and sponsorship opportunities to potential supporters.
- **Professionalism and Interpersonal Skills** - maintain appropriate boundaries with agency personnel, volunteers, event attendees, and community members; uphold confidentiality, neutrality, and professionalism; demonstrate strong influence and persuasion skills to cultivate donor and sponsor support.
- **Organizational and Time Management Skills** – handle multiple projects and competing deadlines with accuracy and efficiency; demonstrate excellent organizational skills, attention to detail, and follow-through; adapt productively to changes, interruptions, and shifting priorities.
- **Technical and Digital Literacy** - demonstrate advanced computer and digital literacy skills; effectively utilize event management software, registration platforms, project management



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software, and AV equipment.

- **Problem-Solving and Creativity** – anticipate issues and resolve problems quickly under pressure; demonstrate creativity in developing engaging and memorable event experiences; apply strong attention to detail in event planning and execution.
- **Independent Work and Stress Management** - work independently and collaboratively, adjusting to various schedules as required; maintain accuracy and composure under stress and competing demands.
- **Knowledge and Commitment** - Demonstrate knowledge of domestic violence dynamics and a commitment to ending domestic violence as a social issue.

Post offer, pre-employment screening requires successful completion of a Children's Division screening, criminal background check, valid driver's license, current motor vehicle insurance, and acceptable motor vehicle record report.

WORK ENVIRONMENT and PHYSICAL DEMANDS

The work environment characteristics described below represent those an employee may encounter while performing the essential functions of this role. Reasonable accommodation may be made to enable individuals with disabilities to perform these functions.

- **Physical Requirements:** The employee is regularly required to stand, walk, sit, climb stairs, hear, and reach with hands and arms. The position may occasionally require lifting and moving objects weighing up to 50 pounds. Specific vision abilities necessary for this position include close, distance, color, peripheral, and depth perception, as well as the ability to adjust focus.
- **General Environment:** Work is primarily performed in office settings, community venues, and event spaces. This role involves collaboration with staff who directly support individuals impacted by trauma, requiring sensitivity to the agency's mission and the lived experiences of survivors.

TRAVEL REQUIREMENTS

Travel throughout the greater Kansas City metropolitan area and between Hope House facilities is required. Mileage reimbursement is provided in accordance with agency policy.



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EDUCATION AND EXPERIENCE:

MINIMUM QUALIFICATIONS:

- Bachelor's degree in hospitality, business, marketing, or a related field or equivalent training and experience.

PREFERRED QUALIFICATIONS:

- Prior experience working with local and national event vendors.
- Five or more years of proven, successful experience in corporate or nonprofit event management.
- Experience with Raiser's Edge/Blackbaud donor management software and Greater Giving event software.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

Hope House prohibits discrimination and is committed to equal employment opportunities for all qualified applicants and employees.