



Event & Volunteer Manager

Reports To: Director of Corporate Philanthropy

Status: Full-time, Exempt

Department: Development

Location: San Diego, CA

Compensation: Annual salary is \$46,000 - \$50,000 depending on experience.

Susan G. Komen® San Diego—where the end of breast cancer begins.

In San Diego, six women a day are diagnosed with breast cancer and unfortunately one woman a day passes away from this disease. Susan G. Komen® San Diego has one clear mission: save lives by meeting the most critical needs in San Diego County and investing in breakthrough research to prevent and cure breast cancer.

Komen San Diego is made up of a small but mighty team that works hard and makes a big impact. We literally roll up our sleeves and put on our sneakers to get the job done. We also have high expectations for the work we produce and the relationships we build. Our team loves to take daily walk breaks, pitch in to help one another and at the same time work autonomously on projects. A smaller organization means less red tape, more flexibility and greater opportunities for creativity and defining strategy. If you are passionate about women's health issues, breast cancer and driving change, we want to hear from you!

Position Summary

Susan G. Komen® San Diego is looking for a driven, detail oriented and friendly Event & Volunteer Manager. You will be responsible for developing, planning, implementing and managing all Affiliate events from concept to completion. Events range from intimate donor cultivation events in someone's home, to our Race for the Cure with nearly 10,000 attendees in Balboa Park, and everything in between. This position also supports and stewards all third-party events with individuals, corporations and community organizations. The Event & Volunteer Manager needs to be a strong project manager, thrive on juggling multiple projects at once, and be able to pick-up spreadsheets and computer systems quickly. Enjoy a career in a professional and fun environment while making an impact in your community.

Primary Responsibilities

Fundraising Events

- Serve as project manager for all Affiliate events, managing the internal and external assignments of responsibility, logistics, volunteers, preparation details, administration and day-of execution.
 - Race for the Cure
 - Row for the Cure
 - Dine Out for the Cure
 - Annual More Than Pink Dinner
 - Metastatic Breast Cancer Conference
 - Special Events
 - Third Parties
- Manage all event details, logistics and problem-solve day-of issues for event volunteers, committees, vendors and contracted event management companies.

- Secure and oversee event vendors, their logistics and assures that licenses/regulatory/insurance/contracts are in place.
- Work with the Development Directors and Komen communications team to create event print and electronic communications, including invitations, marketing, program, and acknowledgement materials.
- Track event objectives, deadlines, communications schedules and budgets to ensure projects are on schedule, on budget, and completed on time.
- Manage all aspects of Dine Out for the Cure, along with Committee Chair, including restaurant recruitment, distribution of materials and continued cultivation.
- Responsible for all third-party events (events that an outside individual, group or company holds to benefit Susan G. Komen San Diego), contract agreements, establishing deliverables, stewarding of donor and continued recruitment and cultivation of external champions.
- Work closely with staff that are responsible for marketing/public relations, sponsorships, donations and ticket sales.
- Act as Komen San Diego's liaison for, coordinate activities with, and assure adherence to established policies related to approved external events for which Komen San Diego is a named beneficiary.
- Lead post-event evaluation and debrief to identify areas of improvement and things to replicate.

Volunteer Manager

- Update and maintain volunteer policies, handbook, job descriptions, training materials and procedures that reflect best practices and agency policies.
- Proactively market Komen San Diego's volunteer engagement program and establish strong relationships with individuals, businesses and community organizations to heighten the awareness and reputation of Komen San Diego and gain new volunteers.
- Proactively communicate with Komen San Diego's staff in order to understand Komen San Diego programs and to identify potential volunteer opportunities that match capabilities, interests, individual needs, strengths and skills of each volunteer.
- Provide orientation and training and manage qualified volunteers for a variety of programs, events and tasks at Komen San Diego facilities and at other offsite locations.
- Develop and maintain a master volunteer database, which captures special skills and interests, availability and allows for the creation of reports related to volunteer hours and service information.
- Consistently communicate with volunteers in ways that keeps them actively engaged and invested and helps convert them to loyal Komen San Diego donors.

Project Management

- Possess a high-level attention to detail and is able to independently develop and execute multiple reporting projects simultaneously. Maintain project direction and schedule while continuously reviewing and editing deliverables to ensure that each phase of a project meets expectations.
- Organize and manage development campaigns and approved special events within budget.
- Solicit in-kind donations.
- Manage and maintain office storage and merchandise in conjunction with the Office Manager, with the support of full team.

Position Qualifications

- Bachelor's degree or equivalent work experience necessary.
- 2-3 years of event management experience.
- 1-2 years of experience managing volunteers.
- Ability to manage spreadsheets in excel and google.
- Basic web and graphic design experience a plus.
- Familiarity with CRM systems (Convio, Salesforce and others).
- Experience with fundraising a plus.
- Excellent communication skills in person, over the phone, and in writing.
- A passionate, positive, willing-to-learn, and "get to yes" attitude.
- A professional nature with the ability to meet deadlines, produce a large volume of work, multi-task and quickly establish priorities, while remaining detail and relationship oriented.
- A high degree of integrity that garners the trust and respect of others.
- Interpersonal skills and ability to work well with a diverse population.
- Strong organizational skills to plan, implement, and administer events and programs.

Physical Requirements

- Sitting, standing, bending, stooping, walking.
- Repetitive hand motion (such as typing).
- Hearing, listening, seeing, talking, reading.
- Lifting up to 40 pounds; our team is responsible for loading and unloading our van for various events, as well as day of set-up.

Compensation

- This position is full-time (40 hours per week), exempt, with flexibility needed for special events, meetings or presentations outside of normal work hours. Annual salary is \$46,000 - \$50,000 depending on experience. Competitive medical, dental, life, vision and retirement benefits offered as well.
- **To Apply:** Please send cover letter and resume to employment@sdkomen.org with: "Event Manager" in the subject line. Qualified applicants will be contacted for an interview.
- **Application Deadline: Friday, September 20**