



Title: Events Manager

Reporting to: COO

Job purpose: Successfully plan, coordinate, manage and execute all aspects of Challenge Aspen fundraising and friend raising events. An event coordinator is, above all, a project manager who understands marketing and promotion techniques, provides fresh ideas and has the organizational skills required to not leave anything about an event to chance.

Job Status: Full-time, year-round

Key Responsibilities and Accountabilities:

- Assist in creating an annual fundraising and friend raising events calendar
- Work closely with the CFO in creating the annual events budget
- Ensure consistent event schedule to get the Challenge Aspen name out in the community
- Work closely with the Marketing Coordinator to ensure ample and creative marketing for each event
- Maintain regular communication with the Development Director regarding potential venue's and donor homes that may be available to Challenge Aspen
- Suggest creative, exciting, and profitable event themes
- Strategize on determining larger event concepts as well as smaller pop-up type events
- In conjunction with the COO, oversee and manage all events
- Create and manage timelines with task lists and assignments for each event
- Facilitate staff and volunteer meetings for events as needed
- Maintain a solid pulse on all Challenge Aspen REC and CAMO camps, retreats and needs in order to determine possible, applicable fundraising and awareness opportunities
- Clearly and effectively communicate your staff support needs to each department, including specifics to each staff member for each event, including volunteer requests and management of volunteers
- Source, negotiate and oversee all vendors, contractors and suppliers
- Determine contractor requirements for each event
- Work closely with event sponsors for specific needs or requests
- Act as point of contact for event auctioneer, or event host where applicable
- Responsible for procuring silent auction items as well as the management of the silent auction spreadsheet. (name & contact information etc.)
- Request the COO's approval on any major decisions

- Approve all aspects before the day of the event
- Ensure all finishing touches are complete at all venues prior to guests' arrival
- Ensure events are completed smoothly and step-up to resolve any problems that might occur
- Direct post-event re-cap meetings with staff
- Maintain clear and organized accounting of every event for future reference
- Act as Manager on Duty when requested
- Other duties as assigned

Qualifications, Attributes & Key Success Factors:

- Proven success in organization of high-end fundraising events
- Willingness to work additional hours required around event planning and execution
- Be detail oriented, extremely organized and possess efficient time management skills
- Willingness to provide and promote exceptional customer service and communicate effectively with a variety of individual personalities
- Ability to multi-task in a fast-paced work environment
- Existing knowledge of local events is helpful
- Good solid decision-making skills and judgement
- Proficient in Excel, Word, Mac applications, Google & CRM databases
- Maintain clear communication with the CA staff, the COO and all event vendors
- Be able to take direction and be open to feedback
- Self-starter
- Ability to adapt quickly and graciously to change
- Be a role model and offer assistance to others when needed
- Professional at all times
- Be an active, positive member of the Challenge Aspen management team
- Enjoy working as a team member as well as possess the ability to work independently
- Passion for and commitment to the Challenge Aspen mission
- Maintain a sense of humor and remember the mission behind your hard work
- Adhere to the environment of L I G H T
 - Loyalty
 - Integrity
 - Generosity
 - Honesty
 - Trust

Supervisor Approval: _____ Date: _____

HR Approval: _____ Date: _____