

Are you passionate about the protection of local nature? Come work with us at a local, vocal, and effective organization to protect the open space, farmland, and natural resources of San Mateo and Santa Clara Counties for the benefit of all.

As **Special Events Manager**, you will be responsible for identifying, developing, and implementing programmatic and fundraising events in support of annual organizational goals. Working in collaboration with the Green Foothills community (board, staff, advisory board members, donors), you will broaden and deepen relationships with donors, volunteers, and decision makers who support our mission, including the onboarding and movement of new supporters and donors up the ladder of engagement. With a variety of 60th anniversary activities planned for 2022, this will be a particularly rewarding role right from the start.

Responsibilities

Development and Implementation of Programmatic and Special Events (67%)

- Develop an annual events calendar in support of organizational goals in collaboration with the Green Foothills community. Events should have a clear purpose, goals, and target audience.
- Lead the successful implementation of all events, ensuring purpose and goals are met
- Evaluate event outcomes and processes to determine lessons learned
- Manage events budget; identify and solicit underwriting support
- Oversee marketing and targeted outreach for events with Marketing Manager
- Coordinate all event logistics and follow-up including venues, technology, caterers, speakers, vendors; and, recruit volunteers to support implementation of events
- Coordinate and provide technical support for the Leadership Academy classes (both virtual and in person) in collaboration with the Leadership Academy Director
- Develop and coordinate community presentations and tabling strategy
- Introduce creative ideas, event concepts, and approaches for consideration

Planning and Implementation of Annual Fundraiser and Donor Appreciation Events (25%)

- Lead the planning, implementation and evaluation of Green Foothills' annual fundraiser, Nature's Inspiration, to ensure all goals are successfully met. Coordinate with the Development Director on sponsorships, ticket sales, and auction
- Develop an annual events calendar in support of development goals in coordination with the Development Director

Human Resources (2%)

- Engage in annual job goal-setting and self evaluation. Identify and leverage personal professional development and performance improvement opportunities

Governance and Fiscal Soundness (4%)

- Attend and support Board and committee meetings, prepare materials as required for meetings and monthly Board Reports
- Conduct presentations to board and staff
- Maintain and submit on a timely basis accurate timesheets, expense reports, and lobbying hours (for annual tax filing)

Equity and Inclusion (2%)

- Support the organizational culture including advancing diversity, equity, inclusion, justice, and cultural humility in all aspects of the organization to ensure a welcoming working environment for all. Personally develop a baseline knowledge of equity and inclusion principles, apply to all aspects of your work with Green Foothills

About you

- Passionate about the mission of Green Foothills
- Proven experience as an events manager, can provide specific examples
- Ability to manage workload, meet deadlines, and achieve results in a collaborative team environment through effective project management
- Highly self-motivated and demonstrated self-initiative
- Clear, concise written and verbal communication skills. Familiarity with sales or nonprofit fundraising
- Comfort and demonstrated ability to ground work in equity and inclusion as well as interacting with people of diverse socioeconomic, cultural, disability, and ethnic backgrounds
- Computer savvy; Proficiency with Microsoft Office, Google Suite applications. Familiarity with project management tools a plus (Green Foothills uses Asana)
- Valid driver's license and insurable driving record
- Flexible to work on some evenings and weekends

To Apply: For information about working at Green Foothills and to submit your resume and cover letter, visit greenfoothills.org/careers. Position open until filled.