



Job Title: Special Events Manager
Location: San Diego
Classification: Full Time, Exempt
Reports to: San Diego Development Director

The Emilio Nares Foundation (ENF) is a nonprofit organization that helps families navigate through their child’s journey with cancer. Please visit our website to become familiar with our work: www.enfhope.org.

Position Overview

Emilio Nares Foundation is seeking a self-motivated, detail-oriented, creative team player to join a fast-paced Development Team. Reporting to the San Diego Development Director, the Special Events Manager is responsible for planning successful seamless events to meet fundraising goals and foster donor relations. Primary responsibilities include developing, managing and executing all special events, including third party events.

If you’re passionate about making a difference in the lives of families dealing with childhood cancer, we’d love to talk to you.

Primary Areas of Responsibility

- Develop, manage, and execute all special events including two golf tournaments, an annual gala, a holiday auction, patient-related events, and third-party fundraising events.
- Serve as staff lead on all events including but not limited to, community events and third-party events.
- Manage all aspects of planning events from concept to completion including creating timelines, budgets, venue and vendor selection, contract negotiations, food and beverage, audiovisual, marketing and promotional materials, speakers/entertainment and on-site management.
- Oversee database management responsible for tracking event income, attendees, donors, sponsors, and volunteers.
- Develop and manage event budgets to produce event analysis and associated reports.
- Coordinate with the public relations firm to ensure distribution to proper outlets.
- Serve as a lead contact with event participants, vendors, and volunteers.
- Provide a high level of customer service and donor stewardship.
- Excellent communication skills internally with staff and externally with board members and constituents.
- Perform other duties as assigned.

Education and Experience

- College degree preferred; 3-5 years work-related experience in special event planning/management, preferably with a nonprofit organization.
- Successful record of achievement in fundraising events such as galas and golf tournaments.
- Strong organizational skills, professional attitude, and strong interpersonal communication skills.
- High level of organization, attention to detail, and accuracy.
- Proficient computer skills, including but not limited to MS Office, Word, Excel, and PowerPoint.
- Proficient in auction/event platforms such as Classy, GiveSmart, and/or One Cause.

- Customer Relationship Management Software experience a plus.
- Demonstrates strong personal initiative and the ability to drive projects through to completion.
- The ability to lift up to 40 lbs.
- Poised and professional in all scenarios.
- Valid driver's license and proof of automobile insurance and access to reliable transportation required.
- Belief in ENF's mission and compatibility with ENF's core values.
- The position requires occasional work on nights and weekends, as needed.
- This position is based in San Diego, but will manage events in Orange County and Los Angeles as well.
- Fluency in Spanish a plus but not required

This position is salaried, exempt, with flexibility needed for special events, meetings, or occasional presentations outside of normal work hours. The salary range is between \$45,000 and \$60,000, depending on experience. Competitive medical, dental, and vision coverage, and life insurance offered.

Qualified applicants, please submit a cover letter and resume by Friday, April 7, 2023 to diana@enfhope.org

The Emilio Nares Foundation is an equal opportunity employer and complies with all Federal and State regulations.