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## Events Manager

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**Reports To:** Executive Director

**Position Type:** Full time, non-exempt

### **Position Overview & Basic Function:**

The Events Manager will provide **operational management** for Komen Missouri Race for the Cures, and other fundraising events (Grantee recognition, Trivia Night, Yoga for the Cures, top third parties, etc.) for Komen Missouri. Responsibilities included within this position are the development and implementation of event best practices that will ensure growth and successful events in Komen Missouri (as determined by each event's annual goals). Working in partnership with the Executive Director and other staff members, the Events Manager will identify and grow local volunteer planning committees, strong intern programs, and local partnerships. Events Manager will also provide volunteer leadership, coaching, mentoring, support and training for volunteer committees including the Race for the Cure volunteers.

### **Primary Responsibilities:**

- Lead, plan and organize all affiliate events, including the Komen Greater St. Louis Race for the Cure®, Trivia Night and other fundraising events (Grantee recognition, Trivia Night, Yoga for the Cure, top third parties, etc.).
- Lead the Mid-Missouri Race for the Cure and other Mid-Missouri events (Yoga for the Cure, Pink Tea, etc) to support the fundraising goals approved by the Board and executed by the Events/Outreach Coordinator based in Columbia, Missouri.
- Manage all events in compliance with Komen guidelines and board-approved budgets.
- Create and maintain a project management system for tracking all event-related tasks and deadlines that is visible to staff, board and volunteers (i.e. basecamp).
- Maintain proper documentation for each event, such as letters of agreement/contract, return of agreement/contract, return of affiliate resources after event, receiving payment of promised funds, etc.
- Lead in monitoring and ensuring that bid guidelines are adhered to for all event committees; manage vendors and if used, any event management company.
- Assist with managing participants' questions and issues through email and race hotline.
- Lead the race committees and the Events/Outreach Coordinator to help direct volunteers with key leadership roles.
- With the support of the website volunteer, create, launch and manage the content required for each Race registration web site (Teamraiser), other event registration pages and the online volunteer management tool.

- Review sponsorship levels and opportunities with the Executive Director to ensure that the guidelines, benefits, and costs are in-line with the actual costs to promote and provide that opportunity.
- Review Sponsorship matrix, proposals and the contract template with the Executive Director to ensure that all the Komen guidelines and auditing standards are met, that the benefits are possible, and that the needed contact information is requested.
- Develop and manage vendor contracts/relationships and logistic partners to ensure compliance.
- Lead volunteer recruitment and growth of volunteer program.
- Participate in event-related public speaking opportunities at community events and sponsorship meetings as appropriate.
- Support the Strategic Plan and Executive Director as requested.

### **Position Qualifications**

- Requires a Bachelor's Degree plus 2-3 years event planning and or project management experience.
- Requires excellent oral communication skills, attention to detail, solid organizational skills.
- High level of professionalism: self-starter with ability to work calmly and efficiently under pressure.
- Volunteer experience in a not-for-profit environment.
- Advanced-level computer skills with Microsoft Office Suite, email management, content management systems (Blackbaud/Convio) ,social media platforms. Adobe Design Suites preferred.
- Proven ability to effectively work with a variety of people from diverse backgrounds, experience, knowledge level, cultures, and communication styles.
- An interest in and commitment to Komen's mission and the Komen Missouri Affiliate vision.
- A willingness and ability to represent the Affiliate in a positive manner.
- A high attention to detail and an interest in event planning. Strong organizational skills needed as multiple tasks will need to be managed simultaneously.
- Ability to work nights and weekends as needed to support volunteer event planning and events.
- Ability to lift and move boxed material – up to 20 pounds.

Some overnight travel required.

Applicants should submit a cover letter and resume to:

Helen Chesnut  
 Executive Director  
 Susan G. Komen Missouri  
 9288 Dielman Industrial Drive  
 St. Louis, MO 63132

Applications in electronic format should be sent to: [hr@komenmissouri.org](mailto:hr@komenmissouri.org)

Our Promise is to save lives by meeting the most critical needs in our communities and investing in breakthrough research to prevent and cure breast cancer.