



Event Manager Needed for Amazing Non-profit Foundation

Driven by Purpose

The Littleton Public Schools Foundation welcomes each day excited about the positive impacts we create for our students by living our mission: *We raise funds to support each LPS student's unique path to success.*

Together, our culture of living our values, along with strong teamwork, innovation, and fun creates an atmosphere where we enjoy our work and know that we make a difference every day. We love our donors, partners, LPS schools and the community and it's our desire to establish long-lasting relationships.

We are looking for an individual who is a cultural add, not just a cultural fit, for our team. Someone who operates with integrity, believes in serving others and is mission driven. Someone who looks forward to helping us build our foundation and enjoys a happy place to work.

Guided by Values

Littleton Public Schools Foundation's core values guide every decision we make – from strategy to our day to day interactions with each other and our donors and partners. They're simple, yet critical words that fully express the unique environment we've intentionally created. They're crucial to our success, approach, and culture. By living these values on a consistent basis, we enjoy a culture where we celebrate one another daily.

These Core Values are:

- We are passionate and purposeful in delivering on our mission
- We align with the strategic priorities of our educational partner, Littleton Public Schools
- We actively promote the value of Littleton Public Schools
- We energetically seek out generous hearts and minds to invest in our mission
- We manage the Foundation with integrity and transparency, and with sound financial practices
- We are accountable to our donors and appreciative of their generosity
- We are strategic in our investments and measure success by the programs we fund and their impact on LPS students



Thrilled by Relationships

An organization is just an empty building until the people on the team show up. They bring their talents, skills, innovation, and excitement to excel as individuals and as part of a team with like-minded professionals. In a world of innovation and change, we treat challenges as exciting opportunities to learn and grow as a team. We work with our donors, partners, and benefactors to help build strong relationships and thus strong impact for LPS students.

Looking for Someone Special – Position Overview

We are looking for an experienced and well-organized Event Manager to join our team in this important role.

Key Role Responsibilities

The Event Manager supports the success of the LPS Foundation's (LPSF) fundraising events and develops new opportunities to expand our fundraising efforts. Works with LPSF and LPS staff, outside agencies, LPSF board members, volunteers, third-party representatives, and vendors to assist with planning, coordinating, and implementing events designed to raise funds for, and to promote community and school awareness of, the LPS Foundation and its mission.

Management of Events

- Manage all aspects of events to include planning, implementation, and follow-up
- Attend and work each event
- Coordinate all event logistics, vendor and venue relationships
- Create and manage event timeline for each event in conjunction with LPSF master schedule
- Create event budgets and track all event costs. Responsible for staying within each event budget
- Oversee and work with outside agencies hired to facilitate major events
- Manage all areas of contractual obligations for each event
- Serve on and coordinate all event committee meetings
 - Prepare agendas, meeting notices, maintain record keeping and meeting minutes, and committee assignments
- Ensure all online event registration and volunteer platforms are set up correctly and operational in a timely manner prior to each event
- Work with Assistant to the Executive Director on managing event registrations and processing of payments or donations associated with an event
- Recruit, train, schedule, and supervise all event volunteers
- Create and execute a follow-up strategy for each event to include thank you letters and correspondence to event partners



- Maintain and document all data associated with each event to include participant's, vendor's, sponsor's, committee's, and other feedback and experience

Event Marketing and Communications

- Assist in developing messaging for each event consistent with LPSF branding and values to include print, website, and social media channels
- Assist in creating marketing materials related to events including external and internal communications, printed event materials such as invitations, signage, posters, brochures, programs, etc., as well as oversee production and distribution of materials
- Work with Assistant to the Executive Director for all mailings associated with events to ensure timely creation and meet timeline and deadlines
- Assist in developing and executing a social media plan for leveraging opportunities to build awareness and participation in events
- Assist in updating event pages on LPSF website to ensure current and relevant information is maintained
- Assist in writing press-releases as needed
- Work with Executive Director to ensure all sponsors receive appropriate recognition in media and other publication commitments

Fundraising Support

- Assist in identifying, seeking, and developing new sponsor partners
- Identify in-kind and other event needs that could be solicited through sponsorship opportunities
- Identify sponsor benefits and levels to cultivate and expand development and fulfillment of sponsorships
- Assemble sponsorship solicitation packets, create and update sponsorship related forms, and research both monetary and in-kind funding sources
- Assist in forming non-event call-to-action campaigns for various donors segments
- Assist in developing engagement opportunities for donor database by sector

General

- Represent LPSF in a positive and professional manner at all times, including working with LPSF and LPS staff, board members, volunteers, vendors, donors, and the general public.
- Perform daily and sometimes complex administrative duties, with little supervision, exercising confidentiality, independent discretion, and judgement to include answering phones and handling correspondence, responding to email in a timely fashion, and addressing donor inquiries when necessary.
- Actively participate as a positive member of the LPSF team, meeting or exceeding team standards, including but not limited to the following:

- Contribute willingly to all “hands-on” projects
- Attend and contribute to all staff meetings, board meetings when appropriate, and annual board of directors’ retreat and other meetings as requested
- Respectfully accommodate colleagues’ requests and clearly articulate own needs essential to enabling one’s best contributions.
- Perform other duties as assigned

Your Personal Attributes and Qualifications

- **Strong Critical Thinking**

You understand and can address any situation that arises with any Event. You are a problem solver.

- **Strong Interpersonal Verbal and Written Communication Skills**

You must be able to effectively, accurately and concisely present information. You must be able to lead committees and work closely with volunteers, sponsors, partners and others.

- **Self-Starter**

You enjoy and take pride in getting things done with little to no supervision. You are results oriented and get the job done.

- **Highly Organized**

You take charge, look for opportunities to own initiatives, prioritize and get things done.

- **Attention to Detail**

You prep, double check and take the time to make sure things are right. This dedication to detail comes naturally to you. You are always accurate with information and data.

- **Ability to Prioritize & Management Multiple Tasks**

You enjoy being a critical part of a productive team, understand how to set priorities and enjoy a fast-paced challenge. You must be able to set and meet deadlines.

- **You Demonstrate Confidence, Trust and Competence**

You speak intelligently, engage people and people recognize that you know what you are doing.

- **Friendly Personable and Engaging**

You genuinely enjoy getting to know people, building rapport and creating great working relationships that can stand the test of time and change.

Your Experience & Skills



- **Event Management**
 - You have been successful in an Event Management role, understand the nuances of details, timelines and budgets as well as:
 - Marketing and communications experience with a non-profit or business equivalent.
 - Proficient knowledge of and experience with social media platforms such as Facebook, Twitter, and Instagram.
 - Extensive computer skills with knowledge of Microsoft Word, Excel, PowerPoint, and Google.
 - Knowledge and experience with websites preferred
 - Minimum 3-5 years of non-profit event and fundraising experience preferred. Equivalent business experience will be considered Bachelor's degree required.
 - Must be able to work evenings and weekends when associated with events.
 - Must be able to lift up to 35 lbs. and maneuver a hand-truck and large carts
- **The Ability to Quickly Learn New Tools, Processes and Procedures**

You enjoy learning new skills including donor management software. These systems come easily for you and you quickly master online tools.
- **Excellent Verbal and Written Communications Skills**

When you communicate in person, or on Zoom and via email, it is always well structured, organized and professional. You have a friendly demeanor and are always donor/partner/student centered.

Your Bonus Skills / Experience

- **Non-profit Experience**

You are familiar with non-profit fundraising organization and demonstrate skills in managing databases, spreadsheets, communication tools.

Let's Do Something Great Together

We have a great organization that services all students in the Littleton Public Schools' community. We are looking for a special individual who wants to find a home and bring their skills and talents to an environment where they can grow and flourish. We will offer a salary of \$45,000 per year. Full Benefits package as well as vacation, Public Employees' Retirement Association (PERA) and Medicare will be provided.