



## Partnerships & Events Manager

- Do you like throw parties? Like...*really, really big parties*?
- Do your friends and co-workers consider you the “host- or hostess with the most- or mostest”?
- Are the person that *always* thinks of that one small detail that takes an event from “good” to “absolutely fabulous”?
- How do you feel about running an event for 500 close friends, corporate partners, supporters, legislators to help an important cause?

If your creative juices are already flowing... If you're ready to dazzle and delight... If you relish the challenge of keeping every plate spinning and every ball in the air, then Alameda County Community Food Bank wants you to apply to be our next **Partnerships and Events Manager!**

Alameda County Community Food Bank has achieved notable success in recent years – ranging from being voted National Food Bank of the Year by Feeding America, to being named “Best Nonprofit” in notable local magazines, to achieving some very audacious program goals. We're a dedicated group of mission-driven people, including a team of fundraisers and cultivators who loves nothing more than coming up with creative and impactful ways of engaging our community in meaningful solutions to hunger.

As a member of the Food Bank's Development department, the Partnerships and Events Manager is an **experienced events producer** and fundraiser responsible for leading, developing and executing all fundraising and cultivation events. This role also manages cause-related marketing initiatives and supervises our Food & Fund Drive Coordinator and occasional temporary event support staff. This is a key role on the Leadership Gifts Team helping the Food Bank **engage, diversify and grow our community of supporters**. The ideal candidate is **highly organized**, has impeccable **attention to detail** and has **outstanding project management** skills. The person in this role has proven ability to collaborate with and manage people and teams both inside the organization and outside the organization, including vendors, donors and volunteers. Importantly, this person is committed to the Food Bank's mission and doing great work to further our pursuit of a nourished, equitable and more just Alameda County.

Alameda County Community Food Bank is a well-established organization, which has been at the forefront of hunger relief efforts for 35 years. As one of the most efficient, direct-impact organizations in the country, few nonprofits are as well-respected – or have a bigger impact on the community – than us. We serve 1 in 5 county residents and will provide enough food for 30 million meals this year. But that barely scratches the surface of all our work. We're forward thinkers who encourage innovation in our work. We're changing lives ... we're proud of our work ... and we're having fun doing it!

### ESSENTIAL DUTIES INCLUDE

#### ACCFB Events Management

- Develop and execute annual events calendar and communicate relevant information about special events, campaigns, and drives to staff, board members, and volunteers and effectively engage them in the planning and execution process as needed.
- Plan and manage all aspects of events with internal and external partners including but not limited to mapping production timelines and task lists, budget management and fundraising goals, and coordinating and executing site selection, theme, collateral, menu, décor, logistics, permitting, auctions, program, run of show, volunteers, etc. and managing post-production tasks like acknowledgements and analysis.

### Cause Marketing Partnerships & Third-Party Fundraising Events

- Develop and execute a strategic cause marketing partnership plan to help the Food Bank meet ambitious revenue goals, grow brand visibility and maximize corporate giving opportunities.
- Identify, steward, and deepen relationships with existing and potential cause marketing partners.
- Envision creative co-branding opportunities and develop partnership proposals.
- Serve as primary liaison to individuals and community groups organizing promotional or fundraising events that benefit the Food Bank. Assess opportunities for ROI and alignment with ACCFB values.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Minimum 3-5 years' experience organizing and planning special events with an emphasis on fundraising.
- At least two years of experience training, and supervising other staff. Demonstrated ability to delegate to and motivate staff and high level volunteers. Comfort having difficult conversations, including giving and receiving feedback.
- Skilled project and event manager; extremely organized, exceptional attention to detail; ability to prioritize and handle multiple assignments in a deadline-driven atmosphere.
- Ability to create and manage budgets; experience with vendor management and contract negotiation.
- Creativity and resourcefulness to problem-solve and maximize available resources; ability to work effectively under pressure.
- Excellent interpersonal skills and ability to work independently and as part of a team.
- Ability to plan for long term success, prioritize assignments, focus on multiple assignments
- Ability to think strategically and communicate effectively to collaborate with colleagues and board members, and engage donors and community members in Food Bank's initiatives; skilled public speaker.
- Ability to think strategically and to communicate expectations and establish priorities.
- Ability to regularly attend work functions outside of normal work hours, on weekends and evenings.
- Computer proficiency including MS Word, Excel, PowerPoint; database programs such as Auction Maestro Pro, Auction Systems and Blackbaud CRM.
- Valid California Driver's License with insurable driving record and access to reliable transportation.

### **PERSONAL ATTRIBUTES AND VALUES**

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, innovation and diversity.
- Excellent judgment, impeccable integrity and honesty, handles confidential information with discretion.
- Strong work ethic with an orientation towards innovation and process improvement.
- Innovative self-starter and problem solver with a bias towards action.
- Strong interpersonal and diplomacy skills, and ability to relate to people of diverse backgrounds/circumstances.
- Passion for and drive toward an equitable society where people of all races, ethnicities, genders, sexual preferences, and economic circumstances have a sense of belonging.

### **PHYSICAL REQUIREMENTS**

This position is located in a shared office environment. Currently, this position works remotely. Physical activities necessary in the performance of this job include: sitting for prolonged periods, mobility to move throughout the food bank in performance of duties, event set-up and break down, ability to read and write in English, ability to use a computer to accomplish the duties of the position, including typing and seeing, Ability to lift up to 35 pounds for loading and transporting needed items for offsite events.

## **BENEFITS AND COMPENSATION**

This is a full-time, exempt position working Monday through Friday, 8:30 a.m. to 5:00 p.m. (7.5 hour workday; 1 hour unpaid lunch). The non-negotiable starting salary for this position is \$83,000 annually. We offer an outstanding benefit package including:

- Medical: ACCFB pays 100% for employees and 93% for dependents for our Kaiser HMO. Buy-up options to Blue Shield Platinum or Gold PPO plans are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Paid time off starting at: 15 vacation days, 12 sick days, 12 holidays, and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Employer-paid life, AD&D & LTD insurance, as well as buy-up options for increased coverage.
- 403(b) plan available on the first day with employer match after one year. Fully vested at three years.
- Employee Assistance Program for employees and dependents.
- Free 1:1 financial coaching and an interest, service fee and credit requirement-free short-term loan program.

**If you meet these qualifications and want to join our mission, please submit your resume and answer the application questions on our careers page located at [accfb.org/careers](https://accfb.org/careers).**

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Posted: July 30, 2021