



## Events Project Manager

- Are you the ringmaster who knows how to juggle, spin plates, tame tigers, clown, design sets, sell tickets – all at the same time?
- Do you salivate at the mere mention of “project management”?
- Are you the person that always thinks of that one small detail that takes in-person and virtual fundraising events and community engagement events from “good” to “absolutely fabulous”?

If you're ready to dazzle and delight, herd cats, manage every detail to create meaningful experiences for various audiences, then you might be Alameda County Community Food Bank's next Events Project Manager!

The ideal candidate is an experienced fundraiser and events producer responsible for leading, developing and executing fundraising and community events that engage our supporters. This role also manages local cause-related marketing initiatives and supervises 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 has achieved notable success in recent years — and is currently responding to an incredible increase in need in our community due to the pandemic and recession. Even with a passionate network of 420+ agency partners serving more clients — and distributing more food — than ever before, we've expanded our services even further to meet the growth in need.

Our organization's success is built on bold decision-making, a culture of equity and inclusivity, and an environment that embraces innovative thinking to create a healthier, more prosperous and just community *for all*. With our latest strategic plan, we are setting a bold trajectory for the long-term work required to dismantle the systems that perpetuate poverty, including racism. Our staff regularly engage in conversations about race, class, power and privilege as part of our organizational commitment to equity, diversity and inclusion. Please learn more about our efforts at [www.accfb.org](http://www.accfb.org).

### KNOWLEDGE SKILLS AND ABILITIES

- Minimum 3-5 years' experience managing multi-component special events with an emphasis on fundraising
- Highly skilled project manager.
- Exceptional attention to detail.
- Ability to prioritize and handle multiple assignments in a deadline-driven atmosphere.
- Demonstrated ability to delegate to- and motivate staff and others to achieve ambitious events calendar.
- Ability to train and coordinate events volunteers.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and customer relationship databases (Salesforce and Greater Giving a plus).
- Ability to create and manage budgets.
- Vendor management, including contract review and negotiation.
- Creativity and resourcefulness to problem-solve and maximize available resources.
- Model grace under pressure.
- Excellent interpersonal skills and ability to work both independently and as part of a team.
- Ability to plan for long term success, prioritize assignments, focus on multiple projects.
- Demonstrated experience in collaborating and with colleagues and engaging community stakeholders.

- Skilled public speaker.
- Ability to think strategically and to communicate expectations and establish priorities for colleagues, external stakeholders, and volunteers.
- Ability to regularly attend work functions outside of normal work hours, on weekends and evenings.
- Valid California Driver's License with insurable driving record and access to reliable transportation.

#### **PERSONAL ATTRIBUTES AND VALUES**

- Passion, enthusiasm, focus, and creativity to working with all stakeholders to advance Alameda County Community Food Bank's vision, mission, and values.
- Excellent judgment, impeccable integrity, and honesty, handles confidential information with discretion.
- Strong work ethic.
- Enthusiastic fundraiser, staff and volunteer motivator, and champion of our community.
- Orientation toward innovation and process improvement.
- Innovative self-starter and problem solver.
- Service orientation and the ability to work independently and collaboratively with people of diverse backgrounds and circumstances.
- Passion for and drive toward a just and equitable society where all people are empowered.

#### **PHYSICAL REQUIREMENTS**

Physical activities necessary in the performance of this job include: Sitting for prolonged periods; mobility to move throughout the food bank and community spaces in performance of duties; ability to communicate in English, in a clear speaking voice, in person and over the phone; ability to interpret instructions and questions; ability to use a computer. Ability to lift up to 35 pounds for loading and transporting items to offsite events.

#### **COMPENSATION AND BENEFITS**

This is a full-time, exempt position working Monday through Friday, 8:30 a.m. to 4:30 p.m. (7.5 hour workday, 30 minute unpaid lunch). The non-negotiable starting salary is \$85,600 per year). 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, 11 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 send 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.

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