



*small steps nurturing center*

## **Events Manager**

**Department:** Development

**Job Status:** Full Time

**FLSA Status:** Exempt

**Reports To:** Director of Advancement

**Grade/Level:**

**Amount of Travel Required:** Between campuses and to event venues and meetings

**Job Type:** Regular

**Positions Supervised:** Volunteers

**Work Schedule:** 8:00 a.m. – 5:00 p.m.; some evening and weekend hours required, as well as the ability to work remotely one day a week. (As an exempt employee, one can reasonably accept more than the core hours stated.) (Attending 7:45 a.m. staff devotional at least once a week is expected.)

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### **MISSION STATEMENT**

To provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

### **POSITION SUMMARY**

Plan and execute all aspects of goal-oriented annual fundraising events in collaboration with Event Chairs and/or Advisory Boards.

### **APPLICATION INFORMATION**

Please email a cover letter and resume to Julianne Hickey at [jhickey@ssnc.org](mailto:jhickey@ssnc.org). Candidates will be reviewed on a rolling basis.

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### **ESSENTIAL FUNCTIONS**

#### **Reasonable Accommodations Statement**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

#### **Essential Functions Statement(s)**

- Plan and coordinate Small Steps' annual fundraising events, which raise approximately one-half of Small Steps' current operating budget.
- Identify, cultivate, and nurture relationships with current and potential event chairs, planning committee members, donors, and attendees.
- Contract with and coordinate all aspects of fundraising events, including vendors, logistics, and order of program, from planning stages to day of.
- Work with Director of Advancement to create, meet, and track budget for each fundraising event.
- Work with Small Steps' Board of Directors, event chairs, planning committees, and other supporters to promote event and meet event goals.
- Maintain complete and accurate records of event donations, expenses, and other correspondence, including in donor management system, Raiser's Edge.
- Schedule and run meetings of event chairs, planning committees, and vendors.
- Appropriately and timely thank and recognize event donors.

- Collaborate in the management of volunteers for fundraising events.
- Participate in the meetings and activities of the development team.
- Represent Small Steps at third party events.
- Lead informational campus tours.
- Provide program support as needed.
- Perform other duties as requested.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Project Management - Ability to organize and direct a project to completion.
- Strategic Planning - Ability to develop a vision for the future and create a culture in which the long range goals can be achieved.
- Team-oriented – Ability to be flexible, inspire and motivate others, be a good listener, and provide guidance and feedback to help others strengthen specific skills.

## **SKILLS & ABILITIES**

### **Education:**

Bachelor's Degree (four year college or technical school): Required

### **Experience:**

2 plus years of experience in event coordination or a related field, preferred

### **Computer Skills:**

Microsoft Office, daily use of Outlook, Word, and Excel

### **Other Requirements:**

Passion for the mission of Small Steps Nurturing Center, which is to provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

*Preschool Environment:* The Events Manager will office at our preschool located at 2902 Jensen Drive in the inner city of Houston.

*Work Schedule:* The position requires some evening and weekend commitments throughout the year.

## **PHYSICAL DEMANDS**

<b>N (Not Applicable)</b>	Activity is not applicable to this position.
<b>O (Occasionally)</b>	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
<b>F (Frequently)</b>	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
<b>C (Constantly)</b>	Position requires this activity more than 66% of the time (5.5+ hrs/day)

**Physical Demands**

Stand O  
Walk O  
Sit F  
Reach Outward O  
Reach Above Shoulder O

**Lift/Carry**

10 lbs or less O  
11-20 lbs O

**Push/Pull**

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

I have read and understand this explanation and job description.  
I can perform the essential functions of this job with or without accommodation.

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Employee  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.