



Open Arms of Minnesota Job Description: Events Manager

Organizational Summary:

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission is to nourish mind, body, and soul. In our state-of-the-art kitchen, OAM staff members and more than 7,600 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and whenever possible, organic ingredients, including produce from our own Open Farms gardens. Volunteers deliver the meals throughout the Twin Cities metro area to approximately 2,400 clients, caregivers, and dependents annually, providing nourishment and hope for families dealing with life-threatening illnesses. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

To learn more, visit www.openarmsmn.org

Open Date: July 15th, 2021

Closing Date: Until filled

Position Overview: This full-time, salaried position contributes to the fulfillment of Open Arms' mission by managing all on- and off-site events and peer-to-peer fundraising communication designed to further the organization's mission. The Events Manager is a forward-facing member of the External Affairs team and works on expanding and managing OAM's presence in the community through various events. The individual in this position also coordinates all catering and space rental of Open Arms' facility, collaborating with the Kitchen and Volunteer Engagement teams to engage appropriate volunteers as well as other External Affairs staff. As with all OAM staff positions, this position is responsible for helping ensure volunteers and all stakeholders have an exemplary experience during all interactions with Open Arms and is expected to maintain the highest level of customer service to all guests, clients and fellow team members.

Primary Job Responsibilities:

- Evaluate all current events and develop creative ways to build upon their success.
- Develop and manage annual plan for all OAM fundraising events.
- Manage all organizational events to achieve annual fundraising targets associated with event and catering income.

- Responsible for the post-analysis of fundraising events to measure success.
- Work collaboratively with the Communications team to develop and implement event communication plans, social media, and other promotional opportunities for OAM events.
- Oversee all on-site aspects of OAM's various peer-to-peer fundraising events.
- Work with outside contractors on all logistics of OAM's signature fundraising gala, Moveable Feast, including managing the event budget, overseeing event logistics, and recruiting restaurant partners.
- Oversee all other OAM events, including annual volunteer appreciation and other special volunteer "events".
- Serve as primary point person for all catering requests and catering-related earned revenue.
- Oversee all onsite catering and space rental, working with other OAM staff, managing set-up, take-down and all event logistic.
- Work with Volunteer Engagement Team to train a diverse group of volunteers to represent OAM at all external events.
- Greet, tour and orient visitors to the building when needed.
- Assist with event meetings, sponsorship opportunities, wrap-around fundraising activities and internal projects when needed.
- Assist the team in recruitment, retention, and recognition of donors and volunteers.
- As member of the External Affairs team, ensure Open Arms provides an outstanding experience for all donors and volunteers by seeking out meaningful and regular positive interactions, and always maintaining a friendly and helpful attitude.

Other:

- Support the mission, values, and brand of Open Arms of Minnesota.
- Assist other department staff with special events, speaking opportunities, and community activities when requested to do so.
- Other duties as assigned.

Requirements:

- Bachelor's degree or equivalent professional experience.
- Excellent communication skills (oral and written).
- Three or more years of relevant, creative success in sales or special events, with at least two years in non-profit fundraising events.
- Experience building relationships with and managing volunteers.
- Experience developing and implementing event communication plans.
- Extremely detail-oriented, with well-developed organizational skills.
- Ability to initiate contact with prospective funders.
- Ability to think strategically, creatively and proactively.
- Ability to creatively problem-solve.
- Demonstrated ability to work independently and collaboratively.

- Ability to work under pressure and deal with stressful situations during busy periods.
- Ability to create and contribute to a positive team environment.
- Ability to provide friendly, excellent collaborative service to internal and external constituencies.
- Ability to multi-task and to handle multiple projects and priorities at the same time.
- Ability to adhere to attendance and punctuality requirements, to meet time-sensitive deadlines, client, and business needs.
- Ability to work occasional evenings and weekends.
- Advanced ability in MS Office and Internet research applications.
- Valid drivers' license and reliable transportation.
- Sensitivity and commitment to diversity and able to work respectfully with wide array of co-workers and members of the community.
- An enthusiastic passion for the mission and values of Open Arms of Minnesota.

Physical Requirements:

- Able to operate standard office equipment (such as telephone, computer, printer and copy machine).
- Able to sit or stand for long periods of time.
- Able to lift up to 50 pounds.
- Ability to talk and hear, and to communicate verbally and in writing in English.
- Ability to review and reply to documents and information on computer screen as well as to use a computer and variety of software programs.

Reports To: Senior Director of External Affairs

Compensation: \$53,000 to \$58,000 annually

Location: Minneapolis, MN 55408

Hours: 40 hours per week

To Apply: Please send resume and cover letter to:

OAM HR

- Email: jobs@openarmsmn.org
- Fax: 612.872.0866
- Mail: 2500 Bloomington Avenue S, Minneapolis MN 55404
- NO CALLS PLEASE

Benefits:

This position is eligible for an excellent comprehensive benefits package that includes medical/life/ STD/LTD insurance, and personal time off (PTO), retirement plan with employer match program. Employee-paid dental plan is also available.

Open Arms of Minnesota is committed to hiring and fostering a diverse and inclusive workforce that leverages the skills and talents of all employees in our organization, regardless of race, gender, national origin, age, religion, sexual orientation, gender identity, familial status, disability or socioeconomic status. We encourage diverse candidates to apply for this position.

Equal Opportunity Employer