



Rainbow Days, a Dallas-based nonprofit whose mission is *to help children and youth in adversity build coping skills and resilience to create positive futures.*

Rainbow Days is currently seeking a dynamic individual to join our team as the **Event Manager** to oversee the details, management and execution of our annual fundraising event, The Pot of Gold Luncheon & Auction. This position will be responsible for organizing and overseeing all details to help meet fundraising targets and ensure a successful event.

To inquire or apply for the position, please email your cover letter and resume to Tiffany Beaudine at SunniR@rainbowdays.org

EVENT MANAGER

TITLE: Events Manager

REPORTS TO: Director of Operations and/or CEO

POSITION SUMMARY: The Event Manager is responsible for planning, organizing and directing all details of Rainbow Days' Pot of Gold Luncheon & Auction in April/May. The Event Manager will work closely with Event Chairs, Planning Committee, the Chief Executive Officer, the Board of Directors and other staff members in their efforts. Specific job responsibilities include:

RESPONSIBILITIES:

- Recruit new committee members to join the Pot of Gold Luncheon committee – which includes Sponsorships and Auction
 - Work closely with Event & Auction Chairs
 - Manage the committee which includes regular communications and meetings
 - Solicit new sponsors and auction donors
 - Solicit and follow up with past sponsors and auction donors
 - Seek out new opportunities to promote the luncheon
 - Work with vendors to design and mail and email sponsor solicitation and auction materials, including sponsor packets, auction packets and invitations
 - Work closely with vendors to secure contracts and services as needed (i.e. hotel, auction company, speakers bureau, AV company, video production company, etc.)
 - Work closely with Staff Leadership Team to plan the details of the event
 - Track all donations in database systems and acknowledge gifts through thank you correspondence to donors
 - Track all auction items in auction database and work with committee on auction item descriptions and putting together baskets
 - Recruit and manage volunteers and staff to support the event at set-up and on event day
 - Maintain organization of all silent auction items before and after the Luncheon
 - Research keynote speaker options within budget and present options to event leaders
 - Prepare and oversee expense and revenue budgets
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- Prepare and oversee timelines

- Serve as an ambassador for the organization
- Demonstrate professional conduct at all times.
- Perform other related duties as requested.

SKILLS/QUALIFICATIONS:

- Must embrace the mission of Rainbow Days.
- Experience with event planning and management.
- Excellent organization skills.
- Excellent written communication skills.
- Strong interpersonal and teamwork skills.
- Possess the skills to work with and motivate volunteers, board members and staff.
- Both detail oriented and relationship-oriented.
- Be a self-starter and goal-driven individual who thrives when working to attain goals.
- Exhibit follow through on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Be flexible and have the ability to work well in a team environment as well as independently.

Rainbow Days recognizes the most important criteria for success with us is that you are passionate about our mission. We recognize that access to higher education may be difficult for a number of reasons, and, as part of an equitable hiring process, we look first at your life experience, your background, and your relevant skills and talents.

In addition to the above, the Event Manager shall demonstrate a commitment to the philosophy and goals of Rainbow Days and a level of energy commensurate with Rainbow Days' expectations.

EVALUATED BY: Director of Operations and/or CEO

HOURS: Part-Time (Approximately 20 hours per week. Hours may fluctuate less and more depending on the week and the tasks at hand. The two weeks prior to the luncheon will require 30-40 hours per week.)

SCHEDULE: Position can have flexible schedule of in-office and remote work. Requires a minimum of 1 partial day in the office per week. Position can be salaried, hourly or contract depending on the needs of the candidate.

LOCAL TRAVEL: Local travel limited to the Dallas area, as needed for various events or meetings. The position will be reimbursed for his/her local travel at a rate of \$.50 per mile up to the maximum monthly mileage allowance. If required, approved out-of-town travel for RDI purposes will be fully reimbursed.

OUT- OF-TOWN TRAVEL: 0%

APPLICATION:

Email your **cover letter and resume** to SunniR@rainbowdays.org

Rainbow Days
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