

Temporary Contractor Event Project Manager (1099 Position)

Warren Village is a mission driven “learning organization” that is founded on six core values (collaboration, integrity, inclusion, accountability empowerment, and excellence) that drive our culture and our work. We believe in empowerment and that any person, given the right opportunities, can achieve true self-sufficiency. We want to attract candidates for this job who believe in the transformative power of individual agency coupled with collective supports.

Warren Village is seeking a Temporary Contractor Project Manager to play a key role in the success of our *TBD Theme & Title* Fall Gala – in collaboration with the event Chairs and the following staff members: Director of Development, Manager of Individual Giving and Events, and Manager of Design and Communications. The successful candidate will have a collaborative and proactive approach to working as part of a team of staff and volunteers, and will have solid experience and a proven track record in all aspects of event production, venue and vendor relations, and auction acquisition, positioning and sales.

Job Description – Summary

Essential Duties & Responsibilities:

Relationship Management – Expected to be 10% of total time

1. Serve as primary project liaison for Gala Chairs and committee – coordinating meetings, outreach and engagement on event planning.
2. Work with the Development Team to orchestrate volunteer needs for the event.
3. Commit to working at the Warren Village office with the Development Team at least 4 hours per week.

Live and Silent Auction – Expected to be 50% of total time

1. Lead and manage live and silent auction acquisition, pricing, and positioning with a targeted goal of \$15,000 for silent auction and \$60,000 for live auction.
2. Maintain tracking of auction items along with documentation of acquired items, certificates (including date exemptions, restrictions, etc..), and ensure that each auction item has a Warren Village auction form completed and provided to Database Manager for gift entry.
3. Responsible for silent and live auction packaging (including reaching out to prospective donors for items along with creating unique, exciting, and diverse ideas for auction packages) and responsible for creative displays (identifying props along with set up and breakdown).
4. Provide Manager of Design and Communications all auction descriptions and donor stated values to be included in the Gala program, on signage, and for the auctioneer and auction vendor. *Deadline for auction descriptions will be due to Manager of Design and Communications three weeks prior to date of Gala program sent to printer.*

Venue/Vendor Coordination – Expected to be 20% of total time

1. Work with event Chairs, select and manage vendors (photographer, florist, décor, and entertainment).
2. Work with Chairs to select/secure multiple talent acts (entertainment and speakers), auctioneer, and EMCEE.
3. Work with Chairs on décor planning and complete execution.
4. Collaborate with Manager of Individual Giving and Events to ensure compliance with budget.

Event Production – Expected to be 20% of total time

1. Collaborate with Manager of Individual Giving and Events to write the Run of Show and all speaking notes.
2. Work with Director of Development and President & CEO on public official engagement/proclamations, etc...
3. Point person for:
 - Speakers – ensure smooth delivery of speaking points and event directions, etc.
 - Alumni/resident speaker – provide coaching and support as needed through Development Team direction
 - Coordinating outreach to key comps (public officials, foundation heads, press, etc.)
 - Staff, resident, alumni attendance
4. Serve as lead for overall event production/logistics inclusive of night of coordination (ensure smooth delivery of the Run of Show).
5. Coordinate sales and smooth check-in and check-out for patrons with appropriate vendor (TBD).
6. Oversee all AV execution for the night of (venue staff).
7. Manage the event program presentation (timing, lighting, staging, participant support, etc.)
8. Organize delivery and post-event pick up.
9. All other auction and production duties as assigned for event completion.

Salary & Benefits: This is a temporary contractor. This position is not eligible for benefits. This intended 1099 contract term runs from April 1, 2019 to September 30, 2019, with flexible hours and a **requirement of availability on Saturday, September 28, 2019**. Reports to Director of Development and Manager of Individual Giving and Events.

To Apply: Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org, Subject line: Fall Gala Event PM.

- Resume
- Cover Letter

The above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or other protected category. If you have a disability or special need that requires accommodation, please contact us at careers@warrenvillage.org.