



Phinney Neighborhood Association
Event Manager Job Announcement, 24 hrs/wk (.6 FTE)
July 30, 2018

About the Phinney Neighborhood Association

The mission of the [Phinney Neighborhood Association \(PNA\)](#) is to build, engage, and support our diverse community through programs, services, and activities that connect neighbors and foster civic engagement.

Headquartered in a former elementary school, the PNA has developed an active community center that not only serves as a focus of the Phinney/Greenwood neighborhood, but offers programs and activities that reach far beyond the immediate neighborhood, at five different sites in Phinney, Greenwood, and Ballard. Current programs include four preschool cooperatives, a licensed preschool and school age program at Whittier Elementary, a hot meal program, programs for seniors, including the Greenwood Senior Center, PNA Village, a computer lab, an art gallery, a tool lending library, a community education program, a business membership program, family memberships, room rentals, and countless special events that bring friends and neighbors together. We co-sponsor a summer farmers market and weekly contra dancing and folk music concerts. PNA serves over 25,000 people each year, has 85 staff, 1,700 volunteers, and an annual budget of \$3 million.

Position Overview

PNA seeks a dynamic Event Manager whose experience and philosophy closely align with the PNA's mission and values. The Event Manager will oversee, plan, and execute PNA's major fundraising events which raise over \$300,000 for PNA's programs. This position will supervise three members of the event team and serve as the lead planner for the PNA Auction and Bingo Karaoke. This position is .6 fte and reports to the Development Director.

Essential Responsibilities

- Provide supervision for all event staff including the Auction Coordinator, Winter Festival Coordinator, and Beer and Wine Taste Coordinator.
- Serve as lead for planning and execution for PNA fundraising events including:
 - Bingo Karaoke (Last Friday of the month, this position will provide monthly management and night of support for 5 events per year)
 - Auction (May)
- Provide support to the events team for the following annual events:
 - Wine Taste (February)
 - Trivia Night (June)
 - Beer Tastes (July and November)
 - Winter Festival (December)
 - Support fundraising events initiated by the four PNA Pre-School Co-ops and additional events as needed
- Prepare and monitor event budgets.
- Provide staff leadership to the Auction Planning Committee.
- Working with Volunteer Programs Manager, recruit, coordinate, supervise, and acknowledge event volunteers.

- Working with Marketing Director, oversee and coordinate event promotion including website, emails, social media, the Review, and press releases.
- Prepare and distribute event evaluation reports.
- Other duties as assigned.

Qualifications

- Minimum of three years of nonprofit event management experience.
- Minimum of one year of experience motivating, training, and mentoring team members or volunteers in a management role.
- Ability to work under pressure, meet deadlines, and manage multiple tasks.
- Excellent interpersonal communication skills.
- Strong organizational skills, with the ability to improvise.
- Team-orientation and passion for community-building mission of the PNA.
- Personal commitment to creating a culture of diversity and inclusion.
- Ability to work in a very active and open office environment.
- Ability and willingness to work outside of normal business hours on a regular basis.
- Excellent decision making and critical thinking skills.
- Computer proficiency with extensive experience using the Microsoft Office Suite and other software as required. Experience with Salesforce and Greater Giving a plus.
- Position requires regular lifting of up to 25 pounds, room set-up and take down, and ability to climb stairs and walk between buildings on Phinney Center campus.

Compensation

This is a 24 hrs/wk .6 FTE non-exempt flexible position paying \$24/hour.

Hours average out to 24 per week but can range from 14 – 33 per week depending on the time of year. Highest volume of hours occur from April to May due to the Auction. This position requires work outside of normal business hours on a regular basis. Benefits include: health insurance; 401(k) plan with employer match; long-term disability insurance; a flexible spending account; self-paid Aflac products; a free PNA household membership with reduced costs for classes and room rentals; 3 weeks personal time off the first year, increasing annually; Christmas Eve – New Year's Day off; and 8 paid holidays (total paid time off first year: 5.5 weeks). We offer a convivial, positive, and flexible working environment. The PNA is an Equal Opportunity Employer working towards a culturally-diverse work place. Applicants representing the diversity of our community are encouraged to apply.

To Apply

Please email a cover letter indicating your interest, how you meet the minimum qualifications, and a resume to hr@phinneycenter.org. Position open until filled; preference given to candidates who apply by August 20, 2018 at 5 pm.

Questions can be directed to Megan Wildenradt, Development Director, at meganw@phinneycenter.org