



Phinney Neighborhood Association
Event Manager (Development) Job Announcement, Full-time Exempt position
December 2021

Phinney Neighborhood Association Mission

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.

Position Overview

The PNA is committed to building a culture of equity and inclusion, believing that a diversity of staff, Board, and programming is essential to achieving our mission. We are looking for someone who is willing to work with *and* challenge this organization and the community to be our most respectful, accepting, and sympathetic selves.

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 fundraising events which raise over \$300,000 for PNA's programs. This role will also be responsible for securing sponsorships for all PNA events. This position will supervise one halftime Event Coordinator and our Winter Festival contract employee. The Event Manager role is fulltime (40 hours a week) and reports to the Development Director. This position provides the opportunity to work from occasionally and will be discussed and decided with your supervisor upon hire.

Phone interviews will be conducted on a rolling basis, and we plan to host in person interviews the second week of January. We anticipate this role will start in late January or early February.

Essential Responsibilities

- Provide supervision for all development event staff including the Event Coordinator
- Serve as lead for planning and execution for PNA fundraising events including:
 - Bingo Karaoke (quarterly), Wine Taste (February), Spring Gala (April 2022), Bite of PhinneyWood (co-leader with Business Advocate), Power of Community Breakfast (October), Beer Tastes (July and November)
- Set and monitor event goals
- Prepare and monitor event budgets
- Provide staff leadership to Event Planning Committees
- Work with Volunteer Programs Manager, recruit, coordinate, supervise, and acknowledge event volunteers
- Work with the PNA communications team, to coordinate event promotion including website, emails, social media, the Review, and press releases
- Work closely with Community Programs department regarding sponsorships for community events
- Lead staff Sponsorship Committee
- Work with PNA Business Advocate to steward and grow relationships with current and potential sponsors
- Secure sponsorships for PNA events
- Support Membership Manager with Annual Meeting planning
- Work closely with Community Programs department regarding sponsorships for community events

- Prepare and distribute event evaluation reports
- Other duties as assigned

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum of one year of event management experience, preferably in a nonprofit setting
- Minimum of one year of experience motivating, training, and mentoring team members or volunteers in a supervisory 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
- Computer proficiency with extensive experience using the Microsoft Office Suite and other software as required. Experience with Salesforce and Greater Giving a plus
- Excellent decision making and critical thinking skills
- Position requires occasional lifting of up to 25 pounds, including room set-up and take down, and ability to climb stairs and walk between buildings on Phinney Center campus
- Ability to pass national criminal background check

Compensation

This is a fulltime exempt role, working Monday through Friday and the starting pay is \$52,800 to \$54,800/year DOE. 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.

About the Phinney Neighborhood Association

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 School, a hot meal program, the Greenwood Senior Center, PNA Village, an art gallery, a tool lending library, 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. The PNA serves over 27,000 people each year, has 60 staff, 1,300 volunteers, and an annual budget of \$2.5 million. 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 apply@phinneycenter.org. Preference will be given to candidates who apply by January 7, 2022 at 5 pm.