



MINISTRY DESCRIPTION

Title: Events Project Manager
Division: Development
Working Group: Development Resources
Reports to: Vice President - Development Resources

Schedule: Regular, full-time
FLSA: Exempt

Ministry Function

The Events Project Manager supports the ministry of Convoy of Hope by planning, strategizing, managing, and executing projects related to Development Events, Simon Dinners, Hope Experiences, and other duties assigned by the Vice President of Development Resources.

Essential Duties & Responsibilities

- *Pre-Event*
 - Communicates with internal client to determine event requirements starting 12-18 months out from event. Throughout the event cycle, consults with the internal client on recommendations for a successful event.
 - Interacts with internal departments throughout the organization, including Communications, Business Solutions, Development, Network, and Finance as needed, for event execution.
 - Establishes project needs and priorities; creates task list/timelines to meet project goals.
 - Submits support tickets for assets and creates spreadsheet to track tickets and due dates.
 - Coordinates room gift planning, ordering, inventory, and distribution.
 - Selects menus for all food and beverage functions and proof BEOs.
 - Coordinates décor, photography, and group transportation.
 - Reviews online registration data and creates reports.
 - Works with the Vice President of Development Resources to make pre-event assignments for accounting, rooming, and coordination.
 - Manages event vendors, sourcing, and proposal review.
 - Creates event briefing notes, outlining all specifications and requirements and sharing them with the onsite team.
 - Creates and sends strategic event communications to registered attendees, working closely with the Vice President of Development Resources to develop a communication plan for each event.
 - Prepares post-event survey to be sent to attendees.
 - Manages the event app for each event, sets up the app, imports the data, and manages event information within the app.
 - Works within the event registration system and event app to assign seating for dinners.
 - Develops productive relationships and communicates with all stakeholders (internal and external) to ensure the successful planning and execution of events.
 - Continually evaluates event planning process and proposes new ideas to improve process and procedures.
 - Delegates and oversees tasks given to the Event Project Coordinator.
 - Performs other duties as assigned.

- **Onsite Event Operations**
 - Acts as the primary onsite liaison for Convoy of Hope to ensure efficient operation of event logistics.
 - Attends the pre-conference meeting; meets with venue department heads to ensure compliance with contracted logistics and Convoy of Hope expectations.
 - Creates staff schedules for onsite operations.
- **Post-Event**
 - Launches post-event survey to attendees, compiles results, and holds a meeting with the Vice President of Development Resources to discuss the survey findings.
 - Writes a comprehensive debriefing document to be inclusive of all feedback from event partners.
 - Schedules and oversees meeting with the DRT to review the debriefing document and discuss recommended logistics improvements.
 - Creates post-mortem Budget to Actual report and calculates event ROI with the Vice President of Development Resources to review success measures; evaluates event against objectives and recommends areas of improvement and budget and cost-savings measures for future events.

Required Knowledge, Skills & Abilities

1. Bachelor's degree is preferred; high school diploma or equivalent is required.
2. 2+ years of relevant career experience.
3. Ability to travel up to 30%, potentially on short notice.
4. Ability to proficiently use Mac programs, including but not limited to Gmail, Microsoft Word, PowerPoint, and Excel.
5. Excellent verbal and written communication skills for conveying the communications work of Convoy of Hope within the organization, with partners, and with our target audience.
6. A professional, resourceful, and determined style with the ability to work independently; is comfortable in a close-knit, team-oriented setting.
7. Strong organizational skills and the ability to handle concurrent, multiple job tasks.
8. Excellent interpersonal communication and relational skills.
9. Serve as an advocate for the ministry, striving to nurture, broaden, and develop financial and other resource opportunities to support and expand organizational and program ministry.
10. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
11. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities

None at this time

Created: 5/4/19
Updated: 8/13/21