



BOARD VACANCY

Event Director

KEY RESPONSIBILITIES:

- Develop and manage a comprehensive events calendar that supports the organization's objectives.
- Plan, coordinate, and oversee all stages of event execution, ensuring each event is successful and meets organizational standards.
- Collaborate with the finance team to ensure effective budget management and cost optimization for all events.
- Work with the Creative Director to develop engaging event themes and promotional materials that resonate with our community and stakeholders.
- Secure venues, negotiate with vendors, and manage contracts to support event needs.
- Coordinate logistics, from setup to breakdown, ensuring smooth operation of all event activities.
- Lead and inspire event volunteers, providing direction and feedback to foster a positive and productive volunteer team.
- Evaluate event success through participant feedback and performance metrics, making recommendations for future improvements.
- Act as a representative of My Sister's Keeper at various public settings to enhance community relations and organization visibility.

REQUIREMENTS

- Proven experience in event planning and management, with a preference for backgrounds in non-profit event coordination.
- Strong organizational and leadership skills.
- Excellent communication and interpersonal abilities.
- Capability to manage multiple tasks in a dynamic, non-profit environment.
- Deep commitment to the mission and values of My Sister's Keeper.
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SEND YOUR RESUME TO

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