



## JOB DESCRIPTION

---

**Position:** Special Events Manager  
**Department:** Development  
**Type:** Full-time - Exempt  
**Reports to:** Chief Development Officer

---

### **About Food Share of Ventura County:**

Food Share is Ventura County's largest hunger-relief organization feeding 190,000 people with a staff of 32 employees, 3000 volunteers and a budget of \$7.5 million to distribute 20 million pounds of food annually. The non-profit organization was founded 43 years ago and is an affiliate member of Feeding America and the California Association of Food Banks.

### **Food Share Culture:**

Every day, a group of talented, passionate, committed, hard-working professionals come together to work on a common goal – to lead the fight against hunger in Ventura County. Specifically, our role is to improve the lives of those in need by providing fresh, nutritious food. Recently named in the 2021 list of Best Places to Work by the Pacific Coast Business Times, Food Share's family of hunger-relief staff and volunteers work together with compassion, commitment, and a shared belief that no one should go hungry in Ventura County.

### **Job Summary:**

The Special Events Manager (SEM) plans and executes Food Share's internal and sponsored events portfolio including but not limited to signature events, third-party events, community food drives, recognition events, meetings, and other event-related activities. The SEM is responsible for planning, implementing, goal setting, strategy development, and evaluating all aspects of fundraising events to generate funding and food support for the organization.



## Special Events Manager

### Job Description

#### Page Two

#### **Major Duties:** *Plan, organize, manage, and execute all aspects of these events:*

- Signature Events (CAN-tree, FED UP)
- Donor Cultivation Events (Food for Thought)
- Third-Party Events (hosting/attending events in and out of Food Share)
- Partner Events (turkey distribution, Spark of Love, Taco & Tequila)
- Food Drives (NALC, Feed So Cal, Jr. Livestock Auction, individual food drives)
- Volunteer Coordination (at events, as needed)
- Development Assistance (donor tours, presentations)
- Additions to any of the above to advance food and funds for the organization

#### **Major Responsibilities:**

- Oversee all space layout, signage, materials, food and beverage, equipment rentals, volunteer needs and more for each event.
- Work with marketing team to ensure all events are publicized in accordance with our marketing initiatives and that all outside event marketing ventures are approved. In addition, update events calendar on website.
- Manage budget for each event.
- Working with the Chief Development Officer, secure event sponsorships with corporate and other partners to ensure event success.
- Work across multiple departments and staff for logistical and other needs.
- Act as liaison with all cause marketing, external third-party events.
- Manage and execute all permit, special certification, training as needed for events.
- Coordinate with vendors, venues, sponsors, etc. to ensure proper execution of events.
- Organize facilities and details such as décor, catering, entertainment, transportation, location, equipment, promotional materials, invitations, RSVPs, and more.
- Ensure that timely and appropriate recognition of all events are being made to sponsors, grantors, and participants so that we can relay the importance of their participation to the mission and service of Food Share to the community.
- Work with internal systems such as Donor Vantage, CERVIS, Mail Chimp, Dip Jar, Mobile Cause and more for event management.
- Flexible expectations in meeting a variety of responsibilities throughout the day to ensure the success of Food Share.



## **Special Events Manager**

### **Job Description**

#### **Page Three**

#### **Job Qualifications:**

- Commitment to understanding and supporting Food Share's mission and demonstrating compassion and understanding of hunger issues.
- Strong skills in leadership, organization, problem solving and communications.
- Able to work well in a team-oriented environment as well as independently.
- Knowledge and experience of organizational management in the non-profit sector preferred.
- Possesses excellent interpersonal skills within a diverse environment.
- Public speaking skills with the ability to respond to questions from volunteers, donors, partners and the general public.
- Able to work creatively, strategically and analytically.
- Some nights and/or weekends work may be necessary.
- Strong computer and time management skills a must.
- A valid California Drivers License and current vehicle insurance.
- 3-5 years' experience in event and/or volunteer management.
- Proficiency in MS Office.
- Ability to work on several projects at once under tight deadlines.
- Bachelor's degree preferred.

#### **Physical Requirements:**

- Must be able to perform physical labor as necessary (stand/walk/move for long periods of time, lift up to 50 lbs., work with warehouse equipment).
- Must be comfortable working in an office environment for extended periods of time.
- Frequent travel off-site as needed.

#### **Employment Requirements:**

- Able to successfully pass health screenings and background checks.
- Fully vaccinated.
- Follow Food Safety Standards throughout the organization.



**Special Events Manager**

**Job Description**

**Page Four**

*Food Share embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented, diverse workforce in a culture where all employees contribute to their fullest potential.*

*The above description reflects the general details considered necessary to describe the principal functions and duties as required for the job and shall not be construed as a detailed description or task list of all work requirements that are inherent to the job. The job description is subject to change, and additional responsibilities may be assigned according to operational needs.*

