

## **Events and Communications Manager**

**Hours/Appointment:** The work schedule for this position will be as scheduled by the Executive Director and may include evening/weekend hours as needed. This is a part-time, 20 hours per week position.

**Job Description:** The Events and Communications Manager (ECM) is responsible for coordinating and facilitating fundraising activities, special events, and promotional outreach. The ECM cultivates prospective new individual, corporate and community partnerships to provide volunteer support, generate revenue and foster community awareness through the strategic planning of special events and programs. This position collaborates with the Program Administrator to create social media content, program fliers, and marketing materials. This position also closely collaborates with the Development Associate to reach fundraising goals through events and community outreach.

### **Job Responsibilities**

#### **Events/PR:**

- Assist with planning and execution of all PALS events.
- Assist with all public relations and marketing efforts.
- Assist with maintaining existing partner relationships.
- Develop and implement short and long-term marketing strategies related to events.
- Assist auction tracking system and reporting.
- Assist with all promoting efforts of PALS utilizing social media.
- Develop all graphic design and creative materials as needed.
- Manage organizational website.
- Assist with client and volunteer recruitment efforts.

#### **General:**

- Maintain all budget line items as prescribed.
- Assist with development of annual budget.
- Assist with annual development of action plans and update action plans on a monthly basis.
- Assist with appreciation efforts of all constituent groups.
- Attend staff meetings.
- Attend board, capital campaign and committee meetings as needed.
- Supervise and train interns as appropriate.
- Attend weekly status updated meetings with Executive Director.
- Check email regularly and respond to all emails in a timely manner (within 24 hours).
- Check phone messages regularly and return phone calls in a timely manner (within 24 hours).
- Maintain compliance with all PALS Policies and Procedures.
- Report to the Executive Director.
- Other duties as assigned.