JOB TITLE: Events Specialist
REPORTS TO: VP of Communications
FLSA STATUS: Exempt

POSITION SUMMARY:
The Events Specialist plays a critical support role in achieving the communications goals and objectives of The Denver Foundation. The position manages event activities and logistics for high-level foundation events. The specialist works closely with the other communications team members and various internal and external stakeholders.

RESPONSIBILITIES & ESSENTIAL FUNCTIONS:
Event Management & Logistics (80%)
- Project management of events, including assigning roles and responsibilities and ensuring the project stays on track
- Facilitate the planning, organization, and execution of The Denver Foundation events, including managing the calendaring of events
- Consult with stakeholders to determine event objectives and requirements
- Coordinate services for events, such as parking for participants, facilities, catering, signage, displays, special needs requirements, printing, and event security
- Arrange the availability of audio-visual equipment, displays, and other event needs
- Meeting and event support, including but not limited to recording and organizing event RSVPs and day-of-event support, such as preparing nametags and event collateral and managing in-person and/or remote meeting logistics
- Confer with staff at a chosen event site to coordinate details
- Review event bills for accuracy and process payments

Content Contribution and Communications Support (20%)
- Collect and contribute content from events to the foundation’s content files, publications, social media, and reports
- Effectively respond to internal support requests
- Proofread written content for spelling, grammar, and adherence to the foundation’s brand and style guidelines
- Provide administrative support for the meetings and staff events managed by the Communications team
- Provide general project and administrative support to the communications team

REQUIRED QUALIFICATIONS:
The Denver Foundation

- At least three years of relevant meeting, event planning, and event management experience
- Ability to organize and manage an event and use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Ability to communicate effectively orally and in writing as appropriate for the needs of the audience
- Ability to edit materials to ensure accurate spelling, grammar, and style
- Ability to manage multiple projects and tasks concurrently
- Ability to work under pressure and meet deadlines
- Demonstrated ability to center principles of equity in their work and to build relationships with people of diverse backgrounds, perspectives, and cultures
- Strong collaboration skills
- Resourcefulness
- Flexibility and the ability to adapt to the situation
- Strong attention to detail and customer service
- Belief in the model of community foundations
- Ability to assess stakeholder needs, meet quality standards for services and evaluate stakeholder satisfaction

PREFERRED QUALIFICATIONS:
- Experience using Microsoft Word, PowerPoint, and Excel for business presentations and reporting
- Experience using Constant Contact or similar content management system
- Experience using customer relationship management (CRM) software
- Knowledge of media production and communication techniques and methods

WORK ENVIRONMENT: The position is based in an office environment with a mix of private offices and cubicles. Travel throughout the metro Denver region is an occasional requirement of the job. The position will occasionally be asked to staff evening events.

PHYSICAL DEMANDS:
- Daily communication via phone
- Frequent extended hours in front of a computer screen with or without accommodations
- Occasional carrying of objects up to 20/50 pounds
- Regular group and public speaking
- Occasional activities occurring outdoors

ADDITIONAL ELIGIBILITY QUALIFICATIONS:
- Must be authorized to work in the United States

THE DENVER FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER
OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time.

COMPENSATION: This is a full-time, non-exempt position. The Denver Foundation offers a competitive benefits package, including paid time off, retirement contributions, tuition assistance, and medical, life, and disability insurance. The starting annualized salary for this position ranges from $55,000 to $60,000, depending on experience.

THE DENVER FOUNDATION’S ANTI-DISCRIMINATION POLICY: The Denver Foundation shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include but are not limited to hiring, and firing of staff, selection of volunteers, selection of vendors, and provision of services.

The Denver Foundation practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Candidates from traditionally marginalized communities are especially encouraged to apply.

JOB DESCRIPTION STATEMENT:
I have read and understand and accept the job description, including the qualifications and the requirements of the described position. I certify that I can and will perform the duties and all responsibilities required for this position.

Printed Name:          Date: ___________________________  ___________________________

Signature: ___________________________  ___________________________