

**Fundraising Event Manager**

**Overview:** The Fundraising Event Manager will be the chair of the Locavore Fundraiser Committee and the event point person for the Locavore Love Your Neighbor Event.

**Hours:** 40-45, June - November, Dates and hours as communicated by Executive Director.

**Pay:** $1,500-$2,000

**Duties:**

* **Chair the Locavore Planning Committee**
  + Set Meeting Agenda and Assign Minute Keeper
  + Assign Committee Roles
  + Plan in accordance to event budget
  + Hold one debrief meeting after the event takes place
* **Communication with Board**
  + Attend the July and October board meetings to communicate with the board of directors regarding the needs of the committee and the board roles for the event.
* **Manage and Direct Event Set Up**
  + Manage final event detail the week of the event
  + Direct all committee members and board members in their respective roles.
  + Oversee set up at venue
* **Be Active Point Person the Day of Event**
  + Be point person for all volunteers
  + Check in with committee members throughout the day and at the event
  + Oversee the schedule and that the event is being carried out in a timely way
  + Allow the Executive Director to only focus on donor relations, program and fundraising during the event.
* **Oversee Tear-Down**
  + Assure that all tear-down tasks are completed following the event
* **Uphold the Bridge of Hope Values**
  + All work should be carried out with the Bridge of Hope values:
    - Following Jesus
    - Embracing the Church
    - Choosing Hope
    - Practicing Cultural Humility