



JOB DESCRIPTION

The Painted Turtle seeks to reach beyond illness, to inspire children with chronic and life-threatening illnesses to become their greater selves.

Title: Events Manager
Department: Development
Reports to: Director of Development
Status: Full-Time
Location: based in Santa Monica office, CA
Date updated: 10/29/18

Summary: Reporting to the Director of Development, the Events Manager is responsible for setting strategy and overseeing management and execution of all major organizational fundraising special events and athletic events for an innovative, high energy non-profit that serves children with serious medical conditions. He/she will focus on key priority areas of planning and implementing strategies and practice for increasingly successful events.

Special Events include, but are not limited to: Board led events, Bingo at The Roxy, annual Turtle de Turtle bike ride & Turtle Trek run/walk/roll, the LA Marathon), and the North Los Angeles Regional Board annual BBQ event.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Manage and oversee fundraising special events from start to finish which can include, but is not limited to:
 - Timeline, communications, marketing, sponsorship, participation, logistics, event website creation, budget
 - Mailings and solicitations
 - Supplemental lists for email blasts and follow up
 - Serve as liaison with donors, committees, event planners/consultants, and volunteers
 - Lead pre-event and day of event logistics, alongside event planners/consultants
 - Research, build and foster relationships with corporate sponsors in close coordination with Foundations & Corporate Relations staff

- Research and solicit guest and participant gifts as requested
- Organize and facilitate staff and volunteer support for day of event
- Track event revenue and expenses for reconciliation and reporting
- Manage and update peer-to-peer fundraising tool/website
- Manage Team Turtle Facebook page for athletic events and submit social media requests for main social media pages/channels
- Manage appropriate acknowledgement, relationship building and stewardship of committee members, sponsors, participants, volunteers, etc.
- Prepare and participate in event and committee meetings as needed
- Develop, prioritize, and implement tactical project plans
- Compile estimated cost models, submit final budget, track budget statistics, and prepare management reports
- Negotiate contracts and maintain relationships with preferred vendors
- Coordinate registration and payment procedures, as well as event best practices
- Organize required catering services and room and audio/visual equipment setup
- Provide project status updates and inform Development team and all Directors of key relationships and opportunities for further event growth and fundraising

About Us:

The Painted Turtle has been providing camp experiences to children with serious medical conditions and their families since opening its gates in 2004. The people who work here have big hearts and work tirelessly to ensure we are making a difference. Our culture is fun, emotionally driven, and extremely collaborative. We work by a strong set of core values that guide us in all we do: Community, Trust, Courage, Heart, Vision, Compassion, and most of all Joy! What we do is hard to put into words, but our co-founder Paul Newman sums it up best "It's not that the children say, 'Thanks for a wonderful time.' It's that they say, 'Thank you for changing my life.'" Join The Painted Turtle team and you too will experience the magic and power of Camp.

To Apply:

Please email a cover letter and resume to Alexis Madrid, Director of Development, alexism@thepaintedturtle.org.