

JOB DESCRIPTION

Position: Events Manager
Supervisor's Title: Chief Development Officer

Status: Exempt/Full-Time
Date: March 2022

Purpose:

Prevent Child Abuse America (PCA America) is a leading champion for all children in the United States. Founded in 1972, we are the nation's oldest and largest organization dedicated to the primary prevention of child abuse and neglect, working to actively prevent all forms of child abuse and neglect *before it happens*. Our success is founded on a nationwide network of state chapters and nearly 600 Healthy Families America (HFA) home visiting sites. We also conduct, translate, and disseminate innovative research based on science that our vast network then puts into action. And we raise public awareness and advocate for family-friendly policies at the national, state, and local levels to support transformative programs and promote the conditions and contexts that help children, families, and communities across the country thrive.

The Events Manager is responsible for supporting PCA America's mission and growth through the management of conferences, fundraising events, and other high-profile meetings. The manager will lead cross-organizational planning and execution of the signature bi-annual Child Abuse Prevention Conference, which attracts 1,000+ attendees and is held in locations across the U.S. In addition, this person will be a key member of the development and marketing teams, organizing community and fundraising events to build relationships with new and existing partners. This person will serve an essential role in bringing greater awareness of and commitment to PCA America's mission and vision.

Essential Duties and Responsibilities:

- Lead bi-annual conference planning, budgeting, and execution, and overseeing cross-department planning team
- Plan annual community-focused events in Chicago and other key locations
- Support fundraising luncheons, dinners, and other events, as needed
- Develop planning timelines, coordinate event team planning meetings schedule (when applicable) and critical dates.
- Prospect and negotiate the services which will be required to execute the event/meeting.
- Prepare project management budgets, track, and analyze actual expenses against budget and take corrective action when required
- Support tracking of payment of conference-related deposits, completion of credit applications and applicable tax-exempt forms, in partnership with the finance team
- Serve as the central planner for conference agenda and logistics
- Act as primary liaison between hotel(s)/vendors and chapters to negotiate and execute contracts based on event requirements
- Anticipate, develop, and implement contingency plans and troubleshoot as needed onsite

- Manage and ensure the development of all materials including pre-event communications, signage, email updates, Intranet postings, conference packets, etc.
- Provide onsite management of meetings and events to include oversight of vendors and temps
- Manage post event wrap up including event budget reconciliation, bill reconciliation and event evaluation
- Maintain a working knowledge of the PCAA's mission and programs to promote the field and campaign fundraising initiatives
- Perform other related duties as assigned

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

Education and/or Experience:

- Minimum three (3) years of event planning experience, including experience managing large scale events, event logistics, marketing and growing targeted events
- Strong verbal and written communication skills; must be comfortable and able to present in front of large groups
- Proficient computer skills and experience working with relevant tech systems, including online registration portals and CRM databases
- Ability to manage multiple deadlines
- Experience working within the non-profit industry and/or planning fundraising events helpful

Work Environment:

Work is performed in an office environment at the Prevent Child Abuse America headquarter office in Chicago, IL. The noise level in the work environment is usually moderate. The work environment characteristics described here are representative of those individual encounters while performing the essential functions of this position.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee must occasionally walk, lift and/or move up to 10 pounds while moving files or small packages. This position may occasionally lift and/or move up to 25 pounds while moving items. Capacity to spend significant time each day on a computer. Specific vision abilities required by this job include close vision and the ability to adjust focus. Specific requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

Persons with mental or physical disabilities as defined by the Americans With Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot



be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

Travel Required:

Ability to work and oversee occasional evening or weekend functions is required. Quarterly out-of-state travel may be required.

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 job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee Acknowledgement:

I have read the above job description and I understand and accept the responsibilities and requirements for this position. I also understand and agree that such requirements may be amended and/or adjusted at any time, and that the 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 job.

Prevent Child Abuse America. provides equal employment opportunity to all individuals. We do not discriminate on the basis of race, color, religion, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, national origin, veteran status, disability, or any other characteristic protected by state, federal, or local law.

Employee Printed Name:	
Employee Signature:	Date: