



Position Title

manager, event programs, Step Up Los Angeles

About Step Up

Step Up believes all girls should have the opportunity to fulfill their potential. Our afterschool and mentoring programs empower teen girls from under-resourced communities to be confident, college-bound, career-focused and ready to join the next generation of professional women. Step Up leverages the time, talent and resources of our professional women members to serve as mentors, connectors and supporters of our work. We inspire women to inspire girls!

Organization's Values

- Take Pride in Involvement. Be Inspired by and for Each Other. Take the Long View. Celebrate Success. Innovate. Take Action. Trust Teamwork. Amplify our Message.

Position Summary

Step Up's events are crucial to the overall success of the organization and serve many purposes— they are tools for engaging and stewarding our members and donors, a means to amplify our message in the community and in the media, a way to bring our members and teens together for mutual mentorship, and a tool for our supporters to network with each other. Through the strategic use of social media, e-communications, and outside-the-box methods, Step Up is constantly striving to stretch our reach and engage new supporters through these events. The Events Manager plays a vital role not only in the successful execution of Step Up's events, but also in widening and strengthening Step Up's network of supporters. The ideal candidate is an enthusiastic professional with a love for and experience in planning, executing and marketing events and for messaging the impact and work of Step Up through events and programs for both teens and members.

Specific duties include:

Event Planning & Production Management

- Collaborate with local and national team to plan and execute approximately 40 meetings and events per year (executing programs that inspire women to inspire girls, that bring women and girls together for mutual mentorship, that raise funds to support Step Up's mission) (see [calendar](#) for sample of events)
- Collaborate with local team members to ensure each event aligns with the organization's mission and plan for the year as well as represents Step Up's brand appropriately
- Work in unison with local and national team members designing each event's programming to plan effectively and achieve high quality by creating event timelines and managing task lists
- Coordinate with the events managers in Chicago and New York to develop best practices in executing Step Up events as well as to streamline activities across cities.
- Strategically build relationships with vendors to either provide all event needs through donations or significantly discount prices of venue, food, beverages/liquor, lighting, audio visual, rentals, etc.
- Negotiate and secure contracts for event space, food and beverage, lighting, audio visual, rentals, etc. for all Step Up events
- Ensure that sponsor needs are accounted for in each event, and provide excellent customer service in working with sponsor teams as directed in each event by management
- Manage all event supplies in creating supply lists, placing orders, and transporting
- Plan and execute room layouts for each event that best support event goals and creatively incorporate sponsors within the space
- Manage all on-site event set-up, production, volunteers, and clean up
- Prepare event materials such as signage, nametags, handouts, notebooks, speaker preparation packages, attendee packages, gift bags, registration lists, seating cards, and the like
- Ensure each event is photographed within Step Up guidelines and requirements
- Manage the Los Angeles online auction
- Engage and manage an ongoing committee of volunteers to support each event (by leveraging their contacts and/or and staffing the events)

Event Administration

- Manage the Step Up Los Angeles event calendar

- Keep track of event finances including check requests, invoicing, and reporting
- Draft event surveys with input from team members, and perform other regular program evaluation measures to improve and innovate events
- Collaborate with the events managers in Chicago and New York to devise and execute best practices and strategies
- Conduct data entry relating to events
- Send thank you notes

Marketing

- Identify & execute strategies to utilize Step Up Los Angeles events to achieve short & long-term national marketing goals.
- Create event messaging/marketing, including event invitations and onsite signage & décor
- Plan and oversee all social media efforts for the Step Up Los Angeles office
- Manage the e-communications calendar for the Step Up Los Angeles office
- Manage content for the Step Up Los Angeles website calendar

Office Administrative Support

- Participate in weekly staff meetings, monthly national staff meetings, and an annual staff retreat (January)
- Perform general office administrative needs and support including research, data compilation and entry, filing, mailing, running errands, and the like as needed
- Recruit and train office interns

Qualifications

The ideal candidate will meet the following criteria:

- Deep understanding of event management requirements and previous direct experience managing events
- Bachelor's degree in a related field
- At least 2 years work experience in a related field
- Excellent relationship-building and networking skills;
- Ability to work well with multiple constituencies (staff, teen program beneficiaries, member leaders and volunteers, Board members, senior level executives, sponsors, and donors)
- Self-starter and fast-learner who does not require heavy supervision and copes well with change
- Ability to multi-task in a fast paced environment
- Attention to detail and ability to deliver quality, professional work
- Strong written and verbal communication skills and interpersonal skills
- High level of organization and efficiency
- Negotiation experience
- Ability to work occasional evenings and weekends
- Ability to manage vendors
- Ability to manage and motivate volunteers
- Proficiency in Microsoft Office programs and the internet
- A passion for women's and girls' issues

Salary & Benefits

This is a full-time salaried position with health insurance benefits and vacation benefits.

Location & Start Date

This position works out of the Los Angeles office. Applications will be accepted on a rolling basis until the position is filled.

Hours

Office hours are 9-6, M-F; must have ability to work occasional mornings, evenings and weekends:

- 2-3 evening events per month (6-9:00pm)
- 1 morning event per month (7-10am)
- Saturday programming (6 + events per year)

Reporting Relationship

This position reports to the local office's managing director.

To Apply

Please send resume, cover letter, and addendum (explained below) to Jamie Kogan at national@suwn.org. Please include "LA Events Manager" as the subject title. The cover letter should address how you meet the specific job functions and qualifications for this position. Resumes without a cover letter and addendum will not be considered. No phone calls, please. Only candidates who are being considered for interviews will be contacted. Thank you for your interest.

As an Addendum, please include a separate, attached document outlining the following assignments:

- (1) Describe one or two creative ways you would bring the Step Up mission to life through décor, set up, or otherwise at a Step Up event.
- (2) Draft a short letter or email soliciting a wine company to donate product to an event raising funds for Step Up's mission, attended by Step Up's professional women members.
- (3) Describe one or two creative ways you would widen Step Up's reach and market our events to a great number of people.