



MEALS ON WHEELS SAN DIEGO COUNTY JOB DESCRIPTION

JOB TITLE: Events Manager

REPORTS TO: Director of Philanthropy

FLSA STATUS: Salaried

DIVISION: External Affairs/Development Department

Work Location: 40 hours per week, with option to work 1 day per week remotely

SALARY/HOURLY RATE: \$64,500-\$68,000

WHO WE ARE:

In 1960, Meals on Wheels San Diego County was established by a few local women who saw a need in their community and decided to deliver meals to their elderly neighbors. Fast forward to 2023, and Meals on Wheels now uses technology platforms and mobile applications to track and monitor the total health, safety, and well-being of program participants throughout the region. In the last year, nearly 650,000 meals were served by over 3,400 volunteers, who not only delivered nutritious meals but provided safety checks for local homebound seniors.

Meals on Wheels San Diego County is a nonprofit organization with an annual operating budget of \$7.2M and a team of 92 staff members. It is the only agency covering the entire county, providing meals to homebound seniors for 7 days a week, 365 days per year. Frequently, its volunteers may be the only person the senior sees all day, providing human contact and a safety net, particularly for those seniors living alone. Lives are saved nearly every week as a result of alerting emergency personnel for someone who has fallen, had a stroke, or is simply in need of additional supportive services. Meals on Wheels plays a vital role in allowing our senior population to age in place, enjoying the comforts of their own home.

Meals on Wheels San Diego County provides a competitive benefits package that includes healthcare insurance, dental and vision plans, and a 401K matching program and supports employee development and job promotion. Please visit: www.meals-on-wheels.org to learn more about our organization and programs.

SUMMARY:

The Events Manager works under the direction and oversight of the Director of Philanthropy and collaborates with all departments. This role plays a crucial part in promoting the organization's mission, increasing public awareness, and driving engagement through impactful events. The manager's primary responsibility is to promote a positive public image to the community as a leader in senior support services and managing all Meals on Wheels San Diego County (MOWSDC) events.

DUTIES & RESPONSIBILITIES:

- Lead the planning, coordination, and execution of non-profit events, including fundraisers, community outreach programs, workshops, and awareness campaigns.
- Take the lead in planning and executing our annual major gala, a pivotal fundraising and community engagement event.
 - Coordinate all aspects of the gala, including venue selection, catering, entertainment, speakers, and program development.
 - Develop and oversee the gala budget, ensuring cost efficiency and maximizing fundraising potential.
 - Collaborate with the fundraising team to integrate the gala into the organization's overall fundraising strategy.
- Other events include, at a minimum, an annual Food Truck event, Champions Week, a holiday concert, multiple Volunteer Appreciation events, Holiday Party, Giving Tuesday, San Diego Gives, and various salon events for donors.
- Manage event budgets, negotiate contracts with vendors, and oversee event logistics to ensure smooth and successful execution.
- Adhere to all budgeted expenses, analyze expenses for any cost savings measures, and adjust spending to income trends.
- Collaborate with the fundraising team to integrate fundraising components into events, including auctions, raffles, and donation appeals.
- Work closely with donors and sponsors to recognize their contributions and ensure a positive experience during events.
- Provide updates on attendance of events and strategize with fundraising team on most impactful interactions with attendees.
- Perform other related duties, responsibilities and special projects as assigned.

QUALIFICATIONS:

- Must be passionate about MOWSDC's mission.
- Non-profit event management and gala experience required. Bachelor's degree, preferred.
- Strong understanding of event marketing, digital platforms, and social media strategies to drive event attendance and engagement preferred.
- Demonstrated ability to lead and manage events, from conception to execution, with a keen attention to detail.
- Excellent communication skills, both written and verbal, can create compelling event materials and presentations.
- Strong organizational and multitasking skills, with the ability to manage multiple events simultaneously and meet deadlines. Advanced proficiency with Microsoft Office

applications and proficiency with appropriate marketing software programs or ability to learn on the fly. Strong attention to detail.

- Understanding of website maintenance preferred.
- Familiar with social media planning, posting, and management tools (i.e. Hootsuite, Tweet Pi, etc.)
- Up to date with trends and best practices in online marketing and measurement or a desire to get up-to-speed with these trends quickly.
- Ability to work in a fast-paced environment with multiple demands.
- Excellent communication, organization, and project management skills.
- Results-orientated and a passion for creativity.
- Attention to detail and good follow-through.
- Flexibility to attend evening and/or weekend meetings and events.
- Superb interpersonal, written, and oral communication skills.
- An ability to take personal initiative, work independently, and collaborate with management.
- Skilled in creating powerful, compelling written and oral communications for a varied audience.
- Excellent time management skills, with the proven ability to manage multiple tasks and deadlines simultaneously.
- Ability to relate effectively professionally with donors, Board of Trustees, volunteers, staff, and clients on the telephone, by e-mail, and in person.
- Quality management—looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Dependability—is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- Safety and security—actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

REQUIREMENTS:

- Pre-Screening: Clean background check
- MOWSDC requires its colleagues to be fully vaccinated against COVID-19 (including any booster shots if required), where allowable under the law, unless they are approved for a reasonable accommodation based on disability, medical condition, or religious belief that prevents them from being vaccinated.
- Standard office environment. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have a valid driver's license. Physical requirements include standing, sitting, typing, bending, and lifting up to approximately 35 lbs. The noise level in the work environment is moderate. Must have reliable transportation.



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SUMMARY OF BENEFITS:

- 8 Paid Holidays plus 3 Floating Holidays
- 48 hours Sick Pay
- 80 hours of accrued, annual PTO
- Low-cost health care coverage for employees including medical, dental, and vision
- Flexible Spending Account
- 401(k) plan, including up to 3% employer matching contribution
- Option to work from home 1-day a week

TO APPLY:

- Please send your resume and cover letter to Chief External Affairs Officer, Amie Brown, at abrown@meals-on-wheels.org.

Note: *This position is considered “EXEMPT” by the Fair Labor Standards Act. This organization reserves the right to revise or change duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment. Meals on Wheels San Diego County is at “at-will” employer. Criminal background checks, fingerprinting, and bonding are required.*