

## Events Manager

Headquartered in Colorado Springs, Colorado, Focus on the Family has nearly 600 employees who work to achieve the mission of enriching the lives of families, engaging the culture, advocating for life and spreading the Gospel of Jesus Christ. The work is meaningful, the culture is rewarding, and the purpose is eternal.

The Events Manager position exists to create memory-making moments that inspire constituents and clients. The Events Manager position is accountable for event production and execution of ministry events. This position requires the individual to lead through influence, consultation, and expertise.

### Essential Duties/Responsibilities:

- Cultivates a collaborative, servant-minded environment that is focused on relational development, constituent engagement, and excellent client relations
- Is responsible for all aspects of the planning process, including, but not limited to, venues (meeting space, food and beverage, AV, etc.), agencies, department/supplier, transportation, team building/special event activities, attendee management and communications, shipping materials, invoicing, and budget management
- Identifies operational challenges associated with his/her group and determines how to best work with colleagues and customers to solve these challenges and/or develop alternative solutions
- Provides exceptional service to the executive team, board members, and family advancement
- Builds and manages teams that specialize in internal and external events to ensure effective and efficient planning and delivery of assigned event programs and outstanding constituent experiences
- Acts as an ambassador for the executive team
- Manages resources, expenses, and volunteers in view of the sacrificial nature of the contributions received
- Leads post-event reviews to debrief on learnings, best practices, and future adjustments to track and achieve better outcomes
- Rallies cross-departmental resources across the ministry to contribute to the team effort, unifying key stakeholders on event strategy and success criteria
- Ensures the ministry has the appropriate level of audio/visual technologies and support across all event meeting spaces
- Oversees and manages a ministry-focused master event calendar

- Designs and develops strategic holistic hybrid experiences using the appropriate tools
- Works closely with dedicated partners to fulfill their needs and ensure proper post-event handoffs

**Other Duties/Responsibilities:**

- May travel 10-20% domestically
- Serves on DRG for Executive Director, Constituent Services, performing other duties as identified

**Managerial Breadth/Scope of Job:**

- Leads a team of 10+ staff members and additional volunteers
- Provides cross-functional leadership

**Working Environment/Physical Requirements:**

- Office environment
- Ability to lift 30 pounds
- Extended time using a computer
- Travel required

**JOB QUALIFICATIONS/REQUIREMENTS**

**Character/Spiritual:**

- Exemplifies Ephesians 5:1-2, “Therefore be imitators of God as dear children and walk in love, as Christ also has loved us and given Himself for us...”
- Pursues the Great Commission given by Jesus Christ in Matthew 28:19-20, “Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age.”
- Is a consistent witness for Jesus Christ; maintains a courteous, Christ-like attitude in dealing with people within and outside of Focus; adheres to the [Standard of Moral Conduct](#) and [Statement of Faith](#); upholds Focus on the Family's ministry in prayer
- Prays personally for Focus on the Family's staff and constituents and may occasionally lead in a public prayer
- Engages in Christian ministry

- Demonstrates behaviors aligned with [FOF core values](#)

**Personal Characteristics:**

- Service-oriented, organized, detailed, quick learner, respectfully assertive, problem-solver, resourceful, creative
- Maintains positive relationships, shows sensitivity
- Exhibits an entrepreneurial way of accomplishing essential duties
- Intrinsically motivated to achieve aggressive goals and objectives

**Knowledge/Experience:**

- Bachelor's degree in Business, Hospitality, or another relevant field
- 5-7 years of relevant work in marketing, events, trade show, and conference experience
- Experience in building remote event delivery and volunteer teams
- Knowledge of industry event management tools
- Working knowledge of Focus mission, philosophy, values, and objectives

**Skills, Abilities, and Special Talents/Gifts:**

- Demonstrated ability to execute against communicated strategy
- Excellent interpersonal, writing and presentation skills to people at all levels and responsibilities
- Self-starter with a willingness to operate at both relational and tactical levels
- Skilled at organizing, prioritizing, and executing simultaneous projects and activities
- Proven ability to work well under pressure and to adapt quickly to change
- Curiosity and ability to think creatively, flexibility and a sense of humor
- Competent in use of computer hardware and software; advanced ability with Microsoft Office Suite
- Ability to organize work effectively to meet demanding time constraints, attention to detail and accuracy

**Stewardship Requirements:**

- Ability to think from a P/L mindset with budget responsibilities of \$350,000 or less

**Salary Range:** \$59,254 to \$70,285/yr.

**Focus on the Family puts a high value on our team members and offers a unique benefit package.**

**Employees scheduled for 30 hours or more per week are eligible for:**

Medical Plan  
Dental Plan  
Life Insurance  
Disability Insurance  
Flexible Spending Accounts

**Employees scheduled for 20 hours or more per week are eligible for:**

Legal Shield/ID Shield  
AFLAC  
Retirement Plan  
Vacation Time  
Sick Time  
Holidays  
Service Awards

**Note:** *This is a summary and should not be construed as future promises to continue to provide benefits as outlined above. For complete and definitive language, refer to the governing plan documents.*

**\*Temporary employees are not eligible for benefits.**