



# ADRN Events Manager

**Austin Disaster Relief Network (ADRN), is a non-profit organization of churches, ministries, and businesses within the Christian community of Greater Austin designed as a disaster relief alliance to help those in need in times of disaster. ADRN seeks an Events Manager to be based in Austin, Texas. The Events Manager is an essential position within ADRN in support of its mission and vision.**

**Job Summary:** We are currently seeking an experienced Events Manager to manage our small and large events. Our events occur both on and off-site, and the Event Manager will have the responsibility of managing all events for the organization from design to post-event after-action meetings. A successful candidate will be extremely organized and be able to manage the logistics of multiple events simultaneously. Responsibilities for the Events Manager include developing, managing, and coordinating donor volunteer and staff engagement initiatives, and overseeing the Asana event tracking system. Including but not limited to the venue/site selection, menu planning, contract negotiations, speaker setup, scripts for a run of shows, budgets, organizing volunteers, and post-event management of an after actions meeting. The Event Manager also creates event proposals and presents proposals to staff and team leads for approval.

## **Duties and Responsibilities:**

- Event conception, designation of duties in an event tracking tool, Asana, coordination, and delegation of responsibilities in cross departments within ADRN
- Understanding the complex needs of different events.
- Planning event aspects, such as venue, seating, dining, and guest list.
- Ability to delegate event planning tasks to other staff members where necessary.
- Strong knowledge of venues and vendor offerings or volunteers.
- Coordinating event entertainment including music, guest speakers, and travel accommodations.
- Attentive to the value of staying under budget while planning event specifications.
- Collecting payments and issuing invoices in a timely manner, and creating comprehensive and readable financial reports
- Managing and overseeing events on the day of, including problem-solving, welcoming guests, directing event set-up, communicating with staff, organizing vendors, and managing take-down.
- Communicating with the MarComm team to create effective invitations and marketing for each event through completion of the post-event survey.
- Anticipating and planning for Light of Hope Annual Fundraising Dinner, Volunteer Appreciation Dinner, Major Partner Dinners, Staff Christmas Party, Vision Casting Dinners, Amplify Austin, Giving Tuesday, Pastoral Celebration, September Preparedness Event, and more.
- Strong communication skills, and the ability to present event ideas and plans to department heads and senior leaders.

## Position Requirements:

- Minimum Education: Bachelor's degree in event planning or marketing preferred or relevant experience.
- 10+ years previous event planning experience.
- Coordinated events of 350 or more guests in attendance.
- Team management experience.
- Confident, articulate, and professional communication skills.
- Availability – Full-time position (32-40 hours per week). Position may be up to 60% remote work (2 days onsite for corporate prayer and department collaboration)
- Minimum 40 hours per week. The hours will go to 40+ hours between Feb 15<sup>th</sup>-May 15<sup>th</sup>.

## Organizational Expectations of Staff

- Follow organizational policy, procedures and practice a culture of honor within one another
- Communicates clearly with peers, co-workers, and team members
- Sets the tone on reliability, attendance, high-performance standards, and what it means to be an I AM Ready Christian, emotionally, spiritually, and physically to all staff and volunteers
- Spends minimally one planned, full day per month, away from the office, seeking God's face for direction, guidance, support, and relief for the role. Spends time in the word and prayer with God for spiritual instruction, growth, and rest
- Attends all of ADRN's emotional, spiritual, and physical training to understand the depth of what ADRN offers churches and volunteers

## Additional Qualifications:

- Excellent communication skills, both written and oral; ability to influence, encourage and engage volunteers, business and ministry partners interested in ADRN
- Excellent public speaking skills, comfortable speaking in front of staff and small to medium-sized groups
- Exceptional attention to detail and strong reporting and math skills
- Experience in large event planning and execution
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical Donor Development initiatives when needed
- High energy
- Ability to work both independently without close oversight, but also as a team player who will productively engage with others at varying levels of seniority within and outside of ADRN
- Loves and has a passion for God, Jesus Christ, the Holy Spirit, and the Father's mission through ADRN is essential. Loves to pray for individuals
- Kingdom-minded and relationship-focused
- A professional and resourceful style of leadership; takes initiative and can manage multiple tasks and projects at a time
- Experience supervising volunteers, including training, assigning, and reviewing work
- Proficient in computer technology, including Microsoft Word, Excel, Email, Slack, and Google Docs.

**ETHICAL STANDARDS:** ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN's Statement of Faith. The authority for making a determination of these standards for ADRN shall be the Board of Directors working in consultation with the Executive Director, applying their interpretation of the standards set forth in the Bible.

**Healthcare benefits partially subsidized by the organization, are available to all full-time employees.**

**Send resume to: [HR@ADRNTX.ORG](mailto:HR@ADRNTX.ORG)**