



**Ronald McDonald  
House Charities®**  
Kentuckiana

www.RMHCK.org · 502-581-1416  
550 S. First Street · Louisville, KY 40202

## EVENTS MANAGER

Reports To:	Chief Development Officer
Schedule:	Full time. Monday-Friday. Occasional evenings and weekends.
Pay Range:	\$55,000 - \$65,000
Status:	Salaried. Exempt.
Benefits:	Comprehensive benefit package. Professional development and training.

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## INTRODUCTION

Ronald McDonald House Charities® of Kentuckiana (RMHCK) is built on the simple idea that nothing else should matter when a family is focused on the health of their child – not where they can afford to stay, get their next meal, do their laundry, or lay their head at night to rest. RMHCK is more than a house. It's a home and support system allowing families to stay together and focus on the healing of their sick children at a critical time. All programs and services are free of charge to families.

## MISSION & VISION

Ronald McDonald House Charities of Kentuckiana provides essential services that remove barriers, strengthen families, and promote healing when children need healthcare. RMHCK envisions a world where every family has what they need to ensure the best health outcomes for their children.

## CORE VALUES

- We lead with compassion.
- We are deeply respectful.
- We act with integrity.
- We are firmly committed.

## OUR COMMITMENT TO INCLUSION AND BELONGING

You belong here. We create a community where everyone is welcome, valued, and respected. Inclusiveness is a reflex for us, not an initiative. We know that our differences unite us. We embrace and celebrate the unique perspectives, backgrounds, and ideas that each person brings to our mission so that, together, we can best care for all families we serve.

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Keeping Families Close

## RESPONSIBILITIES

The Events Manager is responsible for leading the planning and logistics for RMHCK's fundraising and non-fundraising events and overseeing third party fundraising events and programs. This includes working with staff, board members, committees, contract staff, outside vendors, and donors to plan and implement events and programs to meet or exceed event and revenue goals to further our mission. Duties include, but are not limited to:

### Fundraising Events

- Plan, manage, organize, and execute RMHCK special events including, but not limited to, the Red Tie Gala, Golf Scramble, and Raffle. Incorporate mission awareness into all events.
- Create and coordinate all event logistics including staffing plan, room set-up, and awards/recognitions. Set and manage timelines and milestones for events. Maintain files for each event.
- Develop and manage all event-related vendor relationships (i.e., venue, caterer, photographer, florist, printer, audio/visual, etc.) to ensure successful execution of events. Negotiate and maintain contracts, provide proof of tax-exempt status, and secure necessary permits and licenses.
- Coordinate all aspects of event live auctions, silent auctions, and raffles, including the utilization of a mobile bidding system.
- Operate within budget parameters. Identify, recruit, and cultivate in-kind sponsors and donations. Manage purchase orders and payments.
- Collaborate with the Corporate Giving Officer and Individual Giving Officer to co-lead event committees to drive all aspects of planning. Set committee goals, plan and conduct committee meetings, and build and retain committees.
- Collaborate with the Communications Team to create supporting materials (i.e., graphics, invitations, videos, run of show, program script, etc.) for events and programs. Provide information on events and programs for the RMHCK e-newsletter, social media posts, public relations, and media efforts.
- Collaborate with the Volunteer Team to identify event volunteer needs.
- Work closely with the Corporate Giving Officer and Individual Giving Officer to execute sponsor benefits and create an enjoyable experience for event participants.
- Supervise the production of event materials, such as invitations, programs, and signage.
- Prepare financial reconciliation reports. Assist with the reconciliation of financial, donor, and participant information for data entry.

### General Events

- Assist in planning, implementing, and leading events (i.e., House tours, receptions, etc.) for the purposes of general awareness and donor recognition, cultivation, and stewardship.
- Assist with vendor relationships and logistics for volunteer appreciation events.
- Liaison for outside groups utilizing the RMHCK boardroom for meeting space. Coordinate all aspects of room use.

### **Online Giving Days**

- Manage all aspects of online giving days.
- Collaborate with the Individual Giving Officer to develop and implement a campaign plan for donor engagement and support.
- Collaborate with the Communications Team to conceptualize campaign themes, create materials, and determine marketing plans.

### **Community Engagement**

- Coordinate and oversee Third Party Fundraisers. Act as point of contact and resource.
- Manage RMHCK Vehicle Donation Program. Coordinate Team RMHCK for marathons/races, including identifying races that offer a charity partner option.
- Collaborate with the Communications Team to create marketing materials and implement outreach plans.
- Represent RMHCK through speaking engagements, networking opportunities, and community events.

### **General Engagement**

- Assist in planning and implementing an annual fundraising plan.
- Assist with Development strategic planning initiatives, standards of practice, and policy development and implementation.
- Participate in annual budgeting process by developing and monitoring assigned revenue and expense line items.
- Utilize database systems to track donor and participant engagement and maintain relationships.
- Maintain confidentiality of donor and constituent information.
- Other duties as assigned.

## **SKILLS AND QUALIFICATIONS**

- Bachelor's degree preferred.
- Minimum 3 years of demonstrated success as an event/project manager, with increasing levels of responsibility. Previous event planning experience with a nonprofit organization preferred. Demonstrated ability to meet revenue and fundraising goals.
- Self-starter and self-directed. Ability to work independently, meet deadlines, and operate comfortably in a fast-paced environment.
- Must be able to work collaboratively and support team efforts by maintaining positive, supportive, and flexible working relationships with fellow staff, volunteers, donors, board members, and RMHCK families.
- Strong relationship building skills to effectively work with diverse individuals and groups in one-on-one, small group, and large group settings.
- Highly organized with the ability to manage multiple tasks with a high degree of accuracy and attention to detail.
- Strong strategic thinking and problem-solving skills. Ability to identify problems and implement process improvements and solutions that improve efficiency and accuracy.

- Excellent oral and written communication skills to serve as a persuasive and powerful spokesperson for RMHCK. Experience collaborating on the production of materials such as event invitations, programs, and signage. Strong proofreading skills.
- Proficient in Microsoft Office. Ability to utilize and enhance available technology to facilitate better and more efficient event management. Familiarity with mobile bidding, project management, and donor database systems preferred. Experience with OneCause and DonorPerfect a plus. Ability to manage sensitive and confidential information with discretion.
- Budget management experience a plus.

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### APPLICATION PROCESS

Please submit a cover letter and resume to [susan@rmhck.org](mailto:susan@rmhck.org) with the subject line Events Manager. Submissions without these items will not be considered.

After reviewing cover letters and resumes, selected candidates will be contacted to move forward in the process. We look forward to seeing your experience and skills and how you could contribute to supporting families staying at Ronald McDonald House Charities of Kentuckiana!