

Director of Events

Description

Reporting directly to the Vice President of Operations, the Director of Events is responsible for planning, supporting and executing all internal and external Foundation events. He/She will contribute to the creation of meaningful and impactful events that garner press and awareness for military and veteran caregivers, foster strong community relations through both the Hidden Heroes Campaign and our National Coalition Partners, and increase revenues and broad-based support for the Foundation.

Responsibilities

- Spearhead and organize all logistical details for Foundation events, including the annual Heroes and History Makers event, the annual National Convening, Dole Caregiver Fellows DC Visits, major fundraising events, Impact Forum roundtables, and any events with partner organizations; assist in travel details for necessary staff and Fellows as needed
- Work with and serve as primary contact for external event partners; coordinate with internal and external team to secure all bids and contracts for Foundation approval
- Serve as a lead ambassador for the Foundation with corporate partners, event sponsors, vendors, media, press, elected officials and all stakeholders who support or participate in Foundation events
- Be a creative and strategic thinker who leverages all Foundation events to enfranchise and engage current and potential stakeholders, thought-leaders and decision makers
- Provide on the ground and staff support for Foundation events, including any day-of needs; coordinate and oversee vendor management, and serve as a staff liaison to VIPs, guests, vendors and program participants
- Assist with the preparation of the CEO and Senator Dole ahead of major Foundation events and engagements
- Help coordinate and review promotional materials for all Foundation events (including signage, briefing documents, and any event collateral for earned/social media)
- In tandem with the Vice President of Operations, work to ensure data integrity with respect to all databases and contact lists; assist with entering contact information for key constituents and stakeholders, and update the Foundation's databases as needed
- Assist with Foundation presentations/collateral as needed
- Record, transcribe and distribute minutes for event related meetings as needed
- Provide research support as requested
- Other duties as assigned

Requirements

The Elizabeth Dole Foundation is looking for an energetic and versatile professional currently living in the DC area. The applicant should have excellent verbal and written communication skills, with extensive proficiency in the areas of Word, Excel and PowerPoint. Familiarity with the Military and Veteran Community, and knowledge or prior use of Salesforce, Mailchimp, or another database system is desired, and will be considered when choosing the best applicant for this position.

- Bachelor's Degree, with 5-7 years' experience in a professional office environment, event/hospitality management, or internship equivalent
- Prior experience providing administrative, logistical or customer support for an organization (with adequate technical proficiency both online and in-person)
- Highly energized, able to engage and respond on a professional level to a broad range of stakeholders; especially the ability to work with military caregivers and donors to provide excellent and timely customer service
- Must be detail oriented, with the ability to listen and communicate (both verbally and in writing) clearly and accurately
- Ability to work in a fast-paced environment and meet tight deadlines
- Demonstrated professional standards and unwavering integrity and ethical conduct
- Able to satisfactorily perform duties and assigned tasks with little or no supervisory oversight
- Is discreet; understands when confidentiality is required
- Excellent organizational and interpersonal skills
- Reliability/dependability
- Demonstrates energy, optimism, and passion for helping others

To Apply

Please submit a cover letter and resume in PDF format to:

Pavel Sullivan, Vice President of Operations
pavel@elizabethdolefoundation.org