



Position Title: Events Manager

Department: Development/Administration

Reports To: Development Director

FLSA Status: Full-time; Exempt

The International Institute of Minnesota seeks an Events Manager who is creative, self-directed and accountable for managing special events for a dynamic, multi-cultural organization deeply-rooted in New American communities in Minnesota.

The role is responsible for planning and executing annual events while concurrently cultivating the Institute's community of volunteers, clients and donors. The manager builds strong and positive relationships with volunteers and external partnerships to support the position responsibilities and advance the mission of the International Institute of Minnesota.

This position manages all event planning and implementation including: the Festival of Nations, the longest running multicultural festival in the Midwest presented in collaboration with more than 90 ethnic associations; the International Women's Day Tea, in its fifth year, it is the Institute's annual event fundraiser; and a Celebration of Thanksgiving, a stewardship event that fosters connections between students, staff and major contributors to the Institute's mission.

Primary responsibilities:

Event management (70%)

- Ensure the successful development, management and implementation of the following signature events: Festival of Nations, International Women's Day Tea and A Celebration of Thanksgiving and other small events such as citizenship ceremonies, etc.
- Create timelines, meet deadlines and manage the operations and systems of each event with a focus on financial sustainability, and maximizing volunteer and community engagement.
- Collaborate with Institute stakeholders in developing budgets that contribute to developing new revenue to advance the Institute's mission.
- Manage vendor relationships, the request for proposals (RFP) process and oversee all facility and staffing contracts, including the St. Paul RiverCentre contract, the International Women's Day Tea venue contract and contracted professional staff during the Festival of Nations.
- Maintain records of budgets, invoices and payments for each event.

- Manage inventory and storage of event supplies, Festival ethnic attire, décor and signage.
- Implement timely post event evaluation, measure and analyze performance for future improvement.
- Maintain accurate records of all attendees, volunteers, sponsors, schools and Festival ethnic group participants in the Institute's Neon CRM database.
- Stay informed on industry trends and practices.

Volunteer management (10%)

- Inspire volunteers, attendees, donors and community leaders to support the mission of the International Institute of Minnesota and promote agency awareness.
- Organize and lead collaboration with Festival volunteer leaders and committee chairs in scheduling and hosting meetings, implementing administrative and registration systems.

Event marketing (10%):

- Provide creative direction and support to Institute communications staff in implementing a cohesive marketing plan to maximize attendance and revenue while integrating the audiences and mission of the Institute.
- Collaborate with the Institute's stakeholders in creating annual program themes and maintain strong event brand.

Sponsor solicitation and stewardship (10%):

- Assist with the solicitation and securing of sponsors and exhibitors for Festival of Nations and the International Women's Day Tea.
- Collaborate with development director and Institute stakeholders in the creation of event sponsorship packages.

Institute operations (as assigned):

- Plan, coordinate and execute other special events and internal meetings as assigned including Board meetings and staff meetings.
- Oversee set-up and clean-up of the Institute's Hall of Nations and adjacent kitchen and storage.
- Other duties as assigned.

The special events manager must possess:

- A Bachelor's degree in marketing, public relations, communications, or a related field and a minimum of three years work experience in managing special events. Two years of additional work experience in a similar environment would be considered as a substitute for a Bachelor's degree;
- Demonstrated ability to work effectively with multicultural staff, volunteers and community partners;
- Excellent planning, organization skills, timely communication, and customer service ethic, great attention to detail, quality and ability to work in a fast-paced environment;
- Demonstrated ability to coordinate, manage and execute several events at one time;

- Superior written and verbal communication skills and demonstrated ability to meet deadlines while working independently and/or collaboratively;
- Proficiency in MS Office and with online registration, electronic payments and constituent management databases required;
- Must be able to occasionally work extended hours, including evenings and weekends and during events;
- Nonprofit or association experience is preferred;
- Prior supervisory experience or meaningful volunteer management experience is strongly desired.

The International Institute of Minnesota is an equal opportunity employer.

To apply, send cover letter, resume and list with basic description of five largest special events you have managed to CErtz@iimn.org by July 31, 2018. Please include "Events Manager" in the subject line.