



Our Mission:

Our mission is to help save lives by removing barriers and providing needed support to Northern New Mexicans with cancer seeking medical treatment in Santa Fe.

EVENTS MANAGER JOB DESCRIPTION

JOB SUMMARY:

The Events Manager is responsible for organizing, developing, and implementing the Cancer Foundation for New Mexico events.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Develop and monitor the vendor budgets and vendor timelines.
- Coordinate with Executive Director and Board of Directors for the planning, organizing, and budgeting of fundraising and appreciation events for the Foundation.
- Responsible for overseeing all logistics for all events, including the Sweetheart Auction, Supper Club, and Donor Receptions, negotiating with venues, developing the floorplans, flow of event, dealing with all vendors including food, liquor lighting, audio, security, décor, tablecloth rental
- Participate in presentation to committees and the Board of Directors.
- Participate in team meetings.
- Coordinate committee Audio Visual requests with A/V vendors.
- Oversee all vendor setup & timelines except item placement and decorations
- Oversee vendor clean-up and packing at the end of the events.
- Source and negotiate with vendors and suppliers.
- Identify & execute strategies to enhance participant experience and event's success.
- Analyze event successes and challenges in conjunction with the Executive Director.
- Prepare "Run of Show" for all events.
- Ensure city business license and liability insurance is procured for all events as needed.
- Submit final vendor invoices for payment
- Participate in post auction review to identify challenges & strategies for the auction.
- Provide support and other duties as assigned.

This is a year-round, contract, hybrid remote position with the Cancer Foundation for New Mexico. Compensation is very competitive within market. Coupled with an exceptional work environment and a highly-motivated staff, Board of Directors and large core of volunteers, this position with the Cancer Foundation will be a challenging, fun and rewarding opportunity for the right person.

Please submit a letter of interest detailing your experience in managing large and/or multi-faceted events, a resume, as well as 3-5 references and compensation expectations to: barbara@cffnm.org

Applications will be reviewed on a rolling basis and will be accepted until a great candidate is hired.