

SPECIAL EVENTS MANAGER JOB DESCRIPTION

SIFF, the 501(c)(3) non-profit arts organization behind the annual Seattle International Film Festival, is looking for an creative, self-motivated, organized, energetic individual with a strong work ethic to join the SIFF Development team at a mid-level position as the Special Events Manager.

You will work directly with the SIFF Director of Individual Giving, but ultimately will be responsible for overseeing and growing all fundraising events. These events focus on raising funds for SIFF's year round programming, building and maintaining relationships with sponsorships and strategic partnerships, and with local Seattle businesses.

The work you do will be fast paced and will require creativity. You'll work with all the different aspects of fundraising events for a rapidly growing non-profit arts organization that runs the largest film festival in the United States and operates four screens year-round here in Seattle. If that excites you, please read on.

Primary Duties and Responsibilities:

- Be responsible for solicitation, contracting, and stewardship of all event hospitality in-kind accounts, including:
 - Restaurant sponsorship
 - Event space sponsorship
 - Gift Bag item procurement
 - Auction procurement
 - Beverage procurement
- Plan and manage all year round fundraising events. SIFF events include:
 - Opening Night Experience
 - Sip for SIFF
 - Poker Night
 - Tributes for Filmmakers
- Provide strategic direction and manage all year-round special events. SIFF events include:
 - Seattle International Film Festival Events
 - Mini-festival celebrations
 - Dinner and a Movie Series
 - Donor cultivation events
 - Board meetings
 - Staff celebrations
- Recruit, hire, and manage a staff that will execute over 50 events for the annual Seattle International Film Festival.
- Schedule, train, and supervise event volunteers.
- Secure appropriate permitting and venue contracts for all events.

- Hire all event contractors and vendors.
- Work collaboratively with Corporate Sponsorship Manager to identify potential sponsors within the food/beverage industry, develop event exposure opportunities, and assess in-kind needs from new and existing corporate accounts.
- Collaborate with the Marketing and Communications department to create materials, signage, invitations, web presence to meet event and sponsor needs.
- Manage event supply inventory; including receiving shipments, organizing and tracking supplies, and post-Festival cleanup.
- Track all event expenses in a database (Filemaker); creating the annual budget in collaboration with all departments.
- Manage free screening program for members (approximately 50 per year).
- Administrate an event registration tool, through managing invitations and RSVPs for all events.

Qualifications:

- Have 3-5 years experience of planning and managing events, in a fundraising environment.
- Have a Bachelor's degree and/or an equivalent combination of education and experience
- Experience with in-kind sponsorship
- A valid driver's license and reliable vehicle
- Be available to work evenings and weekends
- Be able to lift 50lbs and stand for long periods of time
- Have strong interpersonal and relationship-building skills
- Have excellent written and verbal communication skills
- Be self-motivated and able to work effectively both independently and with a team.
- Have superior organizational skills and the ability to prioritize, problem solve, and multitask
- Exhibit a keen attention to detail, including follow-through and follow-up
- Demonstrate an ability to work with diverse, creative personalities
- Exhibit strong computer skills for Word, Excel, Database Software (ideally Filemaker), and production design software.

Details on the Hiring Process

We need to fill this position immediately, and will hire as soon as we find the right person for the job. Applications will be accepted on a rolling basis. The person hired for this job must live in the Seattle area or be willing to relocate.

Additional Requirements

Must be present from the last week of April - June 10



Apply

To apply, please submit the following via email to jobs@siff.net with the subject line: "Special Events Manager"

1. Cover letter
2. Resume
3. Reference Sheet

Promising applicants will be invited for an interview; out of town applicants interested in moving to Seattle for the job will be requested to conduct a telephone or video-conference interview.

You can find more information about our organization at www.siff.net.