

SPECIAL EVENTS MANAGER

Job Description

BASIC FUNCTION

The Special Events Manager is responsible for overseeing and growing all fundraising events through the negotiation and stewardship of relationships with sponsors, partners, and local businesses, and the logistical aspects of all SIFF events. This position supervises the Festival Special Events Coordinator, Festival Special Events Assistants, and Special Events and Procurement Intern. Reporting to the Director of Philanthropy, the position works as an integrated part of the Philanthropy team of the Development Department.

This is an exempt position.

REPORTING RELATIONSHIP

Reports to the Director of Philanthropy

PRIMARY DUTIES & RESPONSIBILITIES

Event Sponsorship

- Responsible for solicitation, negotiating, contracting, and stewardship of approximately 85 event hospitality in-kind accounts including:
 - Restaurant sponsorships
 - Beverage sponsorships
 - Technical and entertainment sponsorships
 - Venue sponsorships
 - Gift Bag item procurement
 - Auction procurement
- Work collaboratively with Partnerships team to identify potential sponsors within the food/beverage industry, develop event exposure opportunities, and assess in-kind needs from new and existing corporate accounts
- Secure and manage all event contractors and vendors

Event Planning

- Plan and manage all festival and year-round events:
 - Approximately 50 affiliated SIFF events including:
 - Opening Night Gala/Red Carpet Experience
 - Filmmaker Tributes
 - Space Needle Awards Breakfast
 - Approximately 50 SIFF Cinema events including:
 - Sip For SIFF: SIFF's annual auction and largest fundraising event, planned in conjunction with Event Chair and Board-led Events Committee
 - Mini-festival celebrations
 - Donor cultivation events
 - Member appreciation events
- Oversee event set-up and strike of all special events managing the load-in and load-out processes
- Ensure the creation of production timelines, pack lists, and floor plans for all events
- Secure appropriate permitting and venue contracts for all events

Strategic Planning and Leadership

- Set the "SIFF Standard" of event quality and assist in ensuring all events follow those principles
- Provide strategic direction and management for all year-round special events including:
 - Seattle International Film Festival events
 - Mini-festival celebrations

- Donor cultivation events
- Board meetings
- Staff celebrations
- One-off programming-affiliated events
- With SIFF departmental collaboration, create an annual events plan and budget
- Collaborate with Marketing and Communications to create collateral materials to meet event needs and sponsor requirements
- Recruit, hire, and manage a seasonal staff that will execute approximately 50 events for the annual Seattle International Film Festival
- Schedule, train, and supervise event volunteers
- Work effectively with the philanthropy team to foster a culture of philanthropy organization-wide
- Assist with improving and managing functions of the department

Administration

- Maintain up-to-date records of sponsor communications and contracts in SIFF database, FileMaker
- Manage event supply inventory including receiving shipments, organizing and tracking supplies, and post-Festival cleanup

Other duties as assigned

QUALIFICATIONS

- Bachelor's degree and/or an equivalent combination of education and experience
- Two to three years of applicable experience in non-profit development and event planning & management
- Possess strong interpersonal and relationship-building skills
- Excellent written and verbal communication skills
- Be self-motivated and able to work effectively both independently and with a team
- Possess superior organizational skills and the ability to prioritize, problem solve, and multitask
- A demonstrated ability to work well with diverse, creative personalities
- A demonstrated ability to work well in high stress situations
- Exhibit a keen attention to detail, including follow-through and follow-up
- Strong computer skills for Word, Excel, Database Software (ideally Filemaker), Mailchimp, and online event and volunteer management tools such as Eventbrite and Shiftboard
- Must be at least 21 years of age by date of hire
- A valid driver's license, reliable vehicle, and a clean driving record
- Available to work some evenings and weekends
- Ability to lift 30 lbs
- Good sense of humor

To apply, please send a letter of interest and resume to siffjobs@siff.net indicating the job title in the subject line.