



Service. Healing. Transformation.

## Events Manager

### About the Organization

One World Surgery (OWS) is a nonprofit organization with the vision of a world committed to safe, timely and accessible surgical care. Our mission is to ignite the spirit of service and transform lives by providing access to high-quality surgical care globally. OWS funds and operates the world-class Holy Family Surgery Center in Honduras and construction for a second site in the Dominican Republic is currently underway. Our nonprofit is dedicated to helping thousands of underserved patients receive surgical and primary care and helping hundreds of physicians, nurses and others contribute to making a positive impact in global health. With the support of 100 global teammates, One World Surgery hosted nearly 50 medical missions and over 1,000 volunteers in Honduras and the Dominican Republic in 2022.

One World Surgery has a strong mission-oriented and values-based culture with passionate and highly-engaged teammates across the Dominican Republic, Honduras, and the United States. We embody the spirit of service and seek to learn and continuously improve in order to expand our impact on patients, volunteers, and communities. We foster supportive working environments where teammates can utilize their skills and grow professionally. We regularly connect as a global team to celebrate personal and organizational milestones.

### Position Summary

One World Surgery is looking for a creative, communicative, and motivated Events Manager to help plan inspirational events to grow fundraising and visibility efforts nationwide.

A critical role on the Development team, the Events Manager will organize and oversee an annual portfolio of fundraising events including the annual gala, golf tournament and national fundraising events with multiple revenue streams. It is essential for the Events Manager to have the ability to handle high volume and travel throughout the year to support each event.

The ideal candidate will have a strong background in nonprofit fundraising events and enjoy working in a fast-paced environment.

**Reports to:** Senior Director of Development.

### Key Responsibilities

- Manage a portfolio of events from conception through implementation and evaluation. Portfolio to include a gala, golf outing and 5+ national donor cultivation, stewardship and fundraising events.
- Lead event committees for each event comprised of volunteer leaders and corporate partners. Committees meet weekly in the months leading up to event and assist in soliciting sponsorships, guests and auction items. The committees also contribute to marketing materials, overall messaging and décor.
- Create and implement marketing strategies to generate interest in and increase attendance of the events.
- Manage third-party vendor relationships including venues, caterers, and AV suppliers.

- Regularly review and revise event strategies, suggest and implement areas for improvement.
- Manage all event data to ensure names of attendees, volunteers, etc. become part of the One World Surgery database; and ensure that volunteers and contributors to events are acknowledged in an appropriate and timely manner.
- Track event expenses against budget and make adjustments to ensure high level ROI.

### **Required Qualifications**

- 5+ years successful experience in nonprofit event management with proven success in securing event sponsorship. Experience with indoor and outdoor event production is preferred.
- Knowledge and experience of marketing and communications, including production of printed materials and digital communications.
- Excellent event planning skills and attention to detail. Must be comfortable coordinating logistics, schedules and managing teams of volunteers.
- Strong financial acumen. Ability to manage, monitor and maximize a budget. Comfortable securing in-kind support.
- Excellent verbal and written communication skills. Experience communicating with C-suite and other high-level donors and volunteers.
- Demonstrated experience working with third party vendors.
- An innovative thinker, who can bring fresh ideas and perspectives.
- On average 2-3 days of travel per month nationally.
- Passion for the mission of One World Surgery.

**Location: Fully-remote. Travel nationally for events.**

**Status:** Full time. Exempt from the provisions of wage and salary regulations. Salary range: \$65,000-\$75,000.

*One World Surgery offers a competitive benefits package including unlimited paid time off, group medical, dental, and vision plans; 401k with enhanced 4% employer match; employer paid life insurance; voluntary short and long-term disability insurance; and an Employee Assistance Program.*

*One World Surgery is an Equal Opportunity Employer and provides equal employment opportunities to all candidates without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other legally protected characteristics. One World Surgery is committed to providing reasonable accommodations, as required by law.*

*One World Surgery requires all employees to be fully-vaccinated against COVID-19 or have a valid religious or medical reason not to be vaccinated.*

**Start Date:** ASAP

**To Apply:** Please complete the form and submit your resume [here](#)