



Events Manager

Mission Statement

Hope, healing, safety, social change.
Working together to end domestic and partner violence.

Vision

A community unified in peace, justice, and equity,
for the safety and well-being of every individual.

Statement of Welcome and Affirmation

*DOVE welcomes refugee and immigrant survivors
both documented and undocumented; people with disabilities;
people who are D/deaf or hard of hearing; BIPOC (Black, Indigenous, and other People of Color);
LGB, Queer, Trans, and Non-Binary individuals; people of all religion and faith beliefs; and
individuals whose first language is not English.
DOVE welcomes people of all identities, including those not named.*

Organization Summary

DOVE (Domestic Violence Ended), Inc. was founded in 1978 and has since grown from one crisis hotline to a comprehensive multi-services organization. DOVE is the only domestic violence organization in Norfolk County. DOVE provides a range of services for individuals who have experienced abuse, including a 24-hour hotline, emergency shelter, safety assessment and planning, supportive education and counseling, support groups, legal assistance, assistance accessing governmental and community-based services, and community outreach and education. At DOVE, we believe that all people have the right to live free from the fear of abuse. At our core, DOVE's work is about fostering healthier and safer relationships for all. DOVE recognizes that oppression and historical and systemic inequity are root causes of problems we strive to address with and on behalf of survivors. We acknowledge that it is impossible for us to fulfill our mission without creating an equitable and inclusive environment for our staff, partners, and people we serve.

Job Purpose

The Events Manager is a member of the Development and Communications team, reporting to the Director of Development, who will lead the organization in implementing fundraising events including but not limited to two annual galas, house parties, community-based events, and other benefit events.

Specific Responsibilities

Manage two annual galas (Harvesting Hope and Let's Dance), house parties, community-based events, and other benefit events working in collaboration with the Director of Development and other staff, event committees, and board members. The Events Manager will:

- Plan and manage event timelines, action plans, and budgets for all elements of events
- Coordinate event sponsorship by developing and implementing strategy for identifying existing and prospective sponsors including their solicitation and stewarding them through the event

- Staff volunteer event committees, take meeting minutes, coordinate task delegation, and track members' progress from event planning through execution
- Manage table captains in supporting their efforts to recruit event guests
- Work with the volunteer event committees to secure items for auctions, package items and create descriptions for promotional communications, and prepare for event display
- Utilize DOVE's event management software and other internal systems, provide real-time information and reporting on progress of event fundraising, sponsorship activity, and attendance against clearly outlined goals
- Manage/oversee the creation of invitation lists for each event and collect/track RSVPs
- Enter all data into Greater Giving database in a timely manner
- Reconcile event revenue and expenses with accountants
- Manage/oversee the creation of all necessary collateral materials, e.g. invitations, signage, etc.
- Manage event logistics; work with venue staff and contractors/vendors (food, MC, auctioneer, entertainment, AV, design/printers, mailing vendors, videographers, photographers(s), etc.)
- Create a "run of show" and support all speakers as needed
- Organize program staff, intern, and volunteer participation in events including clearly identifying roles and providing prep support
- Develop and coordinate post-event analytics and evaluation, including return on investment analysis to ensure continued success of events and sustainability
- Liaise with organizers or hosts ensuring staff representation (development and/or program) at events as requested
- Other related duties as assigned

Key Qualifications, Skills, and Characteristics

There are a multitude of ways to learn, grow and excel professionally and we know that people gain skills through a variety of professional, personal, educational, and volunteer experiences. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. With this in consideration, we are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below:

- Previous work experience with nonprofit organizations preferred
- Well organized, have excellent attention to detail, and have the ability to manage multiple tasks at a quick pace, follow through to completion, manage competing demands and activities by prioritizing and communicating clearly and meet deadlines
- Ability to work effectively, collaboratively, and creatively in a team-oriented environment.
- Proven experience with event planning and execution, and in nonprofit event planning
- Experience with donor cultivation and stewardship
- Strong organizational skills and attention to detail
- Strong written and oral communication skills
- Experience working Greater Giving software or a like program preferred
- Tech-savvy; excellent computer skills, with a high level of proficiency with the internet and technology, including the Microsoft Office Suite
- Strong professional presentation and interpersonal skills
- Creative thinking and problem-solving skills

Requirements

- Must have valid MA driver's license, reliable transportation, and willingness to travel within DOVE's service area
- Must be committed to DOVE's mission, vision, core values, and practice philosophies in ending violence and oppression, using empowerment practice, and promoting social justice/change;
- Complete DOVE's domestic violence training program within first year of hire;
- Ability to climb and descend stairs and lift/carry up to 30 pounds;
- A CORI background check is mandatory. CORI History will be reviewed and may not disqualify candidates.

Work Schedule

Full-time (35-hour work week), non-exempt position, generally Monday-Friday 9:00am-4:00pm. Occasional nights and weekend work may be necessary to conduct and/or attend trainings, meetings, outreach events, fundraising events, etc.

Compensation & Benefits:

DOVE is committed to working for racial, social, and economic justice, working with engaged and dedicated colleagues, and providing and ensuring training and education in best practices as well as professional development opportunities.

- The salary for this position is \$55,000
- Additional compensation of \$2,000 gross annual is available for proficient language skills preferred in DOVE's catchment area, including: Spanish, Portuguese, Haitian Creole, Vietnamese, Mandarin, Cantonese, Hindi, Urdu, Arabic, and/or ASL
- Paid time off: Vacation (3 weeks in Year 1, increases at Year 3), Personal Days (3 days/year), Sick time (12 days/year), and 13 Holidays
- Insurance coverage (70% Health/Dental and PFML, 100% Short-Term Disability and Life)
- Flexible Spending Account
- Opportunity for individual to establish and contribute to retirement account; employer match up to 4%

DOVE aspires to cultivate the leadership potential of promising candidates. Domestic violence survivors, members of historically oppressed communities including QTPOC, candidates with disabilities, and individuals with experience working in DOVE's catchment area are particularly encouraged to apply.

DOVE is committed to workplace diversity and inclusion. We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristics protected by federal, state, or local law.

DOVE is committed to working for racial, social, and economic justice, working with engaged and dedicated colleagues, and providing and ensuring training and education in best practice.

Application Instructions

To apply, send resume to: Thomas Leavitt, Director of Development of DOVE, Inc. Applications will be considered until the position is successfully filled.

For more information on DOVE, visit our website: www.dovema.org