Special Events & Marketing Manager
(full-time, salaried)

Position Summary:
The Special Events & Marketing Manager leads the planning and execution of fundraising events that bring people together, inspire generosity, and deepen connection to Loaves & Fishes' mission. This role combines creativity, relationship building, and hands-on project management with strong attention to detail to deliver a welcoming, high-quality guest experience from the first invitation through post-event follow-up. Working closely with Advancement colleagues, vendors, and volunteers, the Manager oversees event logistics, budgets, timelines and details, and helps achieve event revenue goals through sponsorship solicitation, auction procurement, and guest development. This position also supports the Marketing & Communications Team through event marketing, social media content, storytelling, and helping build a library of photos that capture our mission in action and support communications across the organization. The Special Events & Marketing Manager reports directly to the Sr. Director of Donor & Corporate Engagement with additional direction from the Director of Marketing & Communications.

Responsibilities:

Special Events (70%)

- Serve as the lead in the planning and implementation of our signature fundraising events, including Night to End Hunger and Chef Showdown, in collaboration with other team members.
- Play a key role in meeting the recruitment, implementation, and revenue goals for each fundraising event, including soliciting sponsorships and auction items and supporting outreach to attract and engage guests.
- Coordinate event day set-up, registration, check out, and post event follow-up.
- Build successful relationships with vendors, event participants, sponsors, and volunteers.
- Use event database to track ticket sales, sponsorships, donations and in-kind contributions.
- Assist with procurement, management, and fulfillment of auction items.
- Negotiate contracts for event venues, vendors, and suppliers.
- Develop and manage events beyond the two signature events (peer-to-peer fundraising event, campaign ribbon cutting ceremony, donor educational programs, virtual events, etc.).

Marketing (30%)

- Create event related marketing collaborating with Director of Marketing & Communications, Graphic Designer, and print vendors to promote accurate, consistent event information throughout all event communication channels.
- Help with storytelling content and photography for newsletters, social posts, and other communication channels while maintaining voice and brand of Loaves & Fishes.

- Work with Sr. Director of Marketing & Communications to develop social media strategy, calendar, scheduling/posting social media content – along with monitoring content and messages.
- Partner with Graphic Designer to develop and maintain fundraising collateral.

Job Requirements:

- Bachelor's degree in business or event management, marketing, communications, business administration, or related field.
- Minimum of 2-3 years of event management experience (non-profit preferred), with proven success in planning, executing, and achieving fundraising goals. Experience supporting event marketing, social media, or other communications is preferred.
- Strong project management skills, organizational skills – ability to manage multiple priorities and coordinate cross-functional teams.
- Experience working with vendors, sponsors, and volunteers; ability to manage budget and timelines.
- Strong written and verbal communication, diplomacy, professionalism when dealing with donors, vendor, volunteers, and community partners.
- Proficiency with Microsoft Office Suite and experience using CRM, event fundraising, and project management platforms. Familiarity with DonorPerfect, GiveSmart, Monday.com, Canva, and Hootsuite preferred.
- Demonstrated ability to develop strategies and manage content.
- Experience managing multiple platforms (Instagram, LinkedIn, Facebook).
- Proficiency with content creation – writing engaging copy, design graphics, photography, and video.
- Demonstrated ability to work effectively in an environment with a team approach and collaborative process.

Compensation & Schedule:
Compensation is commensurate with skills and experience, salary - $68,000; and a comprehensive benefits package is offered.

Schedule – Full-time role with an in-office schedule as the standard. We offer a hybrid option of one remote day per week, with flexibility based on organizational needs.

To Apply:
Please send your cover letter and resume to careers@loaves-fishes.org

Loaves & Fishes Community Services is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color,

religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law. Qualified applicants protected by law are encouraged to apply.