

Position Title: Communications and Events Manager

Work Schedule: Full time with some holidays and evenings

Compensation: \$40,000-\$45,000 depending on experience

Benefits include: health, dental, disability, 401k match, and 3 weeks vacation + holidays

Park City Community Foundation is looking for a detail-oriented self-starter with excellent communications skills to lead and implement our events and communications. Key programs this position oversees are the Live PC Give PC event, our Giving Guide publication, and all Women's Giving Fund events and communications. The right candidate should have proven project management, a love of storytelling, and event and marketing experience. They should enjoy working with volunteers, excel in a team environment, and be comfortable with self-management.

Park City Community Foundation is creating an enduring philanthropic community to benefit all the people of Park City. Our mission is supported by our pillars: Expert Philanthropic Advisory Services, Proven Financial Stewardship, Foundational Presence, and Wide Community Impact. The work environment is fast-paced with a focus on excellence; we are mission focused and stress a positive, accountable work environment.

Responsibilities

Manage all event logistics ensuring they are strategic, on-budget, and engaging.

- Lead and execute Live PC Give PC day-of event.
- Liaise with Development Team to align donor event goals with event logistics.
- Partner with Development Team to create compelling sponsorship proposals, activate sponsorship at events, and steward and thank sponsors.
- Coordinate with event host/vendor; manage menu, set-up, timing, tech, parking, take-down, and other logistics.
- Oversee event collateral, décor, and photography.

Manage the Communications Taskforce and execute the Strategic Plan

- With the Committee Chair, create meeting agenda, minutes, and oversee follow up action.
- Plan, execute, and evaluate strategic communications plan, including the communications calendar.
- Monitor, track, and report digital usage and media mentions.

Create and oversee communications to ensure consistent messaging, constituency engagement, and community awareness.

- Champion the Giving Guide including publishing, distributing, and outreach.
- Lead and execute Live PC Give PC marketing and sponsorship collateral.
- Project manage, curate, and source mailings and marketing materials including annual update, annual appeal, and promotional products.
- Maintain a website that is fresh, relevant, and has engaging content.
- Compose weekly and monthly e-blasts (newsletters and other, about 2X month).
- Manage social media posts – create content or engage volunteer content writers.
- Integrate PR opportunities into current initiatives.

Serve as project manager on special projects.

- Liaise with internal and external stakeholders to ensure consistency of materials.
- Coordinate and manage the creation of materials including print and digital.
- Coordinate distribution, marketing, mailings and partnerships.

Other Responsibilities

- Manage vendor, contractor, and volunteer relationships that provide graphic design, photography, and more.
- Recruit, coordinate, and oversee volunteers, as necessary.
- Identify benchmarks for measurement and evaluation for reporting and improved engagement in partnership with Community Impact team.

Qualifications

1. Able to work as a team in a collaborative environment.
2. Ability to use the following social media: Instagram, Twitter, Facebook.
3. Adept at meeting budget and deadlines.
4. Experience writing short articles 200-500 words.
5. Friendly and comfortable interacting with donors and other people.
6. Tech-savvy. Familiarity with Microsoft Office 365, Mailchimp, and Eventbrite a plus.

To apply:

Please submit your resume and record an interview via HireVue:

<https://parkcitycf.hirevue.com/signup/BAAQXtjabPHFpKTrHA5gYn/>

Questions? Contact Rachel Olson: rachel@parkcitycf.org, 435-731-4250.