



15279 Alton Parkway, Suite 300
Irvine, CA 92618

freewheelchairmission.org

Job Title: Events Manager
Location: Free Wheelchair Mission, Irvine CA

Reports To: Brad Cooper
Status: Full-Time Exempt

Free Wheelchair Mission (FWM) is a humanitarian, faith-based, non-profit organization based in Irvine, California, USA. Our mission is to “Transform lives through the gift of mobility to people with disabilities living in developing nations as motivated by Jesus Christ.”

There are an estimated 80 million people around the world today in need of a wheelchair. We are focused and committed to being a leading provider of mobility in developing countries, but beyond placing a recipient in a wheelchair, we are bringing transformation that opens doors to education, employment opportunities, and community that these individuals only dreamed of before receiving the gift of mobility.

Free Wheelchair Mission is seeking an Events Manager who not only meets the requirements of the job but has an interest in being part of an organization that is making a significant difference in the lives of individuals in need throughout the world.

Job Summary:

The Events Manager will be a successful and enthusiastic professional who will manage events and campaign projects from conception through to completion. The ideal candidate will be an experienced, take-charge professional who can manage the administration and logistics of numerous projects and events, including virtual and in-person events, along with other marketing projects. They will have a passion for and experience with event management and going above and beyond; someone who provides outstanding customer service is an enthusiastic professional, is relational, comfortable speaking with the public, and is able to build relationships with internal and external customers. Must be able to use discretionary judgment, negotiate with vendors, manage budgets, anticipate project needs, discern work priorities, work independently to meet deadlines, feel comfortable leading meetings, and be willing to work occasional evenings and weekends.

Responsibilities:

- As part of the marketing team, manage, collaborate, promote, and publicize virtual and in-person events.
- Manage event budgets, timetables, and deliverables for events and marketing projects.
- Manage project schedules, task assignments, and marketing calendars.
- Build productive business relationships – interact with internal departments, vendors, and volunteer event fundraisers to identify needs and to ensure event success.
- Negotiate with vendors on event-related matters; make decisions such as décor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material, etc.
- Manage and arrange food and beverage, order supplies, equipment and signage, and ensure appropriate décor to meet quality and brand expectations.
- Prepare nametags, materials, gift bags, registration lists, seating cards, etc.
- Assist with management on-site production and clean up for events as necessary

- Use discretionary judgment to handle any arising issues and troubleshoot any emerging problems on event day.
- Close out all events as required.
- Conduct pre-and-post-event evaluations and report on outcomes.
- Provide periodic progress reports to Director of Marketing for each event project.
- Provide feedback and periodic reports to stakeholders.
- Propose new ideas to improve the event planning and implementation process.
- Propose ideas to improve provided services and event quality.
- Act as the bridge between client and Marketing team.
- Available to manage occasional weekend events and travel locally, regionally, and internationally, if necessary, for event management purposes.
- Other duties and tasks assigned by direct supervisor.
- Share the message of Free Wheelchair Mission and our vision.

Minimum Experience and Required Skills:

- Bachelor’s degree required.
- Portfolio of previously managed successful events and marketing projects.
- Excellent communication skills, both verbally and in writing.
- Experience in assisting with negotiations for space contracts and booking event space.
- Excellent time management, communication and trouble-shooting skills, and project management experience.
- Ability to manage multiple projects independently and simultaneously; ability to handle high-stress environments.
- High attention to detail and excellent organization skills.
- Highly proficient working in event applications, project management software, and CRM’s like Classy, Greater Giving, Salesforce, and Monday.com.
- Proficient using digital tools and software to conduct research, event administration, and procurement as well as MS Office proficiency.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds.

All Free Wheelchair Mission employees who will engage in international travel may be required to have an up-to-date, complete COVID-19 vaccination if mandated by the country, the distribution partner, manufacturing sites to be visited or the CDC.

Compensation:

Depending upon qualifications and experience, \$55,000-\$78,000 annual salary.

How to Apply:

Please send cover letter and resume addressing your experience in regard to the responsibilities and qualifications listed above to jobs@freewheelchairmission.org with **Events Manager** in the subject line.

No phone calls please.

Free Wheelchair Mission is an EQUAL OPPORTUNITY EMPLOYER. This position is employed “at will” by Free Wheelchair Mission.