

Library Foundation of Los Angeles

Job Description: Special Events Manager

ABOUT LIBRARY FOUNDATION OF LOS ANGELES

Since 1992, the Library Foundation of Los Angeles has been a vital asset to the millions of adults, children and youth throughout Los Angeles, providing critical support to the 73 locations of the Los Angeles Public Library. Through fundraising, advocacy, and innovative programs, the Foundation has raised \$125 million, which has created programs that promote literacy, equipped libraries with updated technology, and a continued dedication to keeping the Library open and thriving for generations to come.

Our team operates with the following Core Values in mind:

High Achievement – We set high bars for performance

Accountability – Each of us is responsible for our individual and team outcomes

Empathy – Our work is defined by caring for others

Learning – Learning enables growth

Curiosity – Brave, bold questions help us evolve

Adaptability – We welcome change

Partnerships – We do our work by building bridges

Collaboration – Respect and communication build successful teams

POSITION OVERVIEW

The Library Foundation of Los Angeles is seeking a Special Events Manager to plan, execute and evaluate a variety of events which play a vital role in the organization's fundraising, cultivation, marketing and stewardship programs. The primary responsibilities of the Special Events Manager will be (1) planning and executing the annual major benefits, and (2) planning and executing membership, cultivation and stewardship events.

ESSENTIAL DUTIES, RESPONSIBILITIES, FUNCTIONS:

- Plan and execute signature LFLA events including major annual benefit events, donor cultivation and stewardship events, receptions, luncheons, dinners, donor meetings and other related activities. These events might be virtual, in person, or hybrid.
- Implement and maintain systems for tracking (financially and operationally) and evaluating events.
- Manage relationships with external vendors to ensure proper execution of events from start to finish. This can include graphic designers, mailing houses, valets, catering teams, accounting departments, and more.
- Attend relevant networking events and conferences to build and maintain vendor and venue relationships. Keep up to date on trends in event planning.
- Work collaboratively with the LFLA teams to develop, coordinate and monitor event budgets.
- Maintain a master events calendar.
- Attend most events to ensure quality control and leadership. Provide strategic assistance and recommendations to management.

- Manage a team of staff to plan internal events (birthday, showers, work anniversaries, etc.)
- Must be available to work evenings and weekends
- Other duties as assigned.

Required Education, Experience, Knowledge and Key Skills:

- 4 years successful events and administrative experience working in donor related services for a nonprofit organization
- Proven ability to work with volunteer leaders, donors and patrons, handle confidential information, and exercise discretion.
- Excellent verbal and written communication, computer and Raiser's Edge skills. Must be proficient in MicroSoft Office Suite, Outlook Scheduler, word-processing and spreadsheets with intermediate excel skills preferred.
- Meticulous attention to detail with a critical degree of accuracy.
- Proven ability to work independently, take initiative, anticipate challenges, solve problems well and efficiently, and also to work within a fast-paced, dynamic team environment while maintaining creativity.
- Demonstrated record of working cooperatively and flexibly as part of a team.
- Outstanding interpersonal and organizational skills with the ability to prioritize work and to manage multifaceted projects simultaneously while meeting ambitious deadlines.
- The successful candidate must be conscientious, self-motivated, diplomatic, and a strong team player.

Please send resume, cover letter and salary history to hr@lfla.org.