
UNITED WAY OF NORTHERN NEW JERSEY

Event Manager

Organization overview:

[United Way of Northern New Jersey](#) is seeking an Event Manager to support its work to achieve [racial and economic equity](#) for those individuals and families struggling to make ends meet, including **ALICE**[®] (Asset Limited, Income Constrained, Employed) and those in poverty.

Diversity Statement:

[United Way of Northern New Jersey](#) celebrates diversity and believes it makes us stronger. We are committed to creating an inclusive environment where everyone feels valued, respected, and empowered. We actively encourage applications from individuals of all backgrounds, including underrepresented groups. Our goal is to foster a workplace that reflects the rich tapestry of human experiences, perspectives, and talents. Join us as we build a diverse and vibrant team!

United Way of Northern New Jersey is one of 1,800 United Ways around the world. Each United Way is an independent entity that serves a specific community. This United Way is unlike any other in the country, running both a national research organization called [United For ALICE](#) as well as serving community needs across a five-county region including Morris, Somerset, Suburban Essex, Sussex, and Warren counties.

The funds raised by this United Way are invested in unbiased data insights, innovative solutions, and on-the-ground impact to address financial hardship, improving life for ALICE and all.

Department: Equity and Innovation

Reports to: Director, Special Events

Broad Function/Purpose:

The Event Manager will be responsible for planning, organizing, and executing various events, including fundraising luncheons, galas, conferences, golf tournaments, volunteer events, and individual and major donor gatherings. The role involves coordinating all aspects of the event, ensuring smooth execution, and providing exceptional experiences for attendees.

Primary Responsibilities:

- **Event Creation, Planning, and Strategy:**
 - Develop event concepts and themes in line with organizational goals.
 - Coordinates with marketing and creative teams to build impactful and innovative event experiences
 - Recommends, develops and implements effective fundraising strategies for generating event revenue.
 - Create detailed event timelines and production schedules



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This job is intended to provide a summary of the broad functional and primary responsibilities of the position. It is not all inclusive. It is subject to change including new responsibilities, removal of responsibilities, changes in reporting relationship, and other revision at management's sole discretion at any time.



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- Conduct site inspections and select appropriate venues.
 - Coordinate event logistics, including transportation, accommodations, and catering.
 - Source and order premium items, awards and other items for events
 - Develops staffing plan and trains event staff
 - **Vendor and Stakeholder Management:**
 - Liaise with volunteers, suppliers, and vendors to ensure all event requirements are met.
 - Negotiate contracts with venues, vendors, and service providers.
 - Manage relationships with sponsors and partners to ensure their needs are fulfilled.
 - Manage guest relations, registration, ticket sales, etc.
 - **Budget Management:**
 - Develop and manage event budgets, ensuring cost-effective solutions.
 - Monitor event expenditures and reconcile budgets post-event.
 - Identify and pursue cost-saving opportunities without compromising quality.
 - **Event Promotion and Marketing:**
 - Collaborate with the marketing team to promote events through various channels.
 - Collaborate with the marketing and creative teams to create event marketing materials, including invitations, programs, and signage.
 - **On-Site Event Management:**
 - Oversee event setup, execution, and teardown.
 - Manage staff and volunteers to ensure smooth operations.
 - Handle any issues or emergencies that arise during the event.
 - Ensure health and safety regulations are adhered to.
 - **Post-Event Activities:**
 - Conduct post-event evaluations to gather feedback and assess event success.
 - Prepare comprehensive event reports.
 - Implement improvements based on feedback and lessons learned.

Requirements:

- 2-3 years' experience as an Event Manager or similar role.
- Strong project management skills.
- Highly creative
- Excellent organizational and multitasking abilities.
- Exceptional communication and interpersonal skills.
- Ability to work under pressure, think on your feet, and meet tight deadlines.
- Detail oriented with high execution standards
- Proficiency in Microsoft word and excel.
- Flexibility to work evenings, weekends, and holidays as required.
- Ability to lift and carry event materials and equipment.
- Requires some travel to event locations, committee meetings and various programs.
- An understanding of cross-functional team dynamics along with the ability to facilitate effective interactions by working collaboratively with representatives from different departments

Preferred Qualifications:

- Bachelor's degree in Event Management, Hospitality, Marketing, or a related field.
- Familiarity with event management software, virtual event tools and execution
- Familiarity with CRM database management tools



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- Experience with non-profit and/or fundraising events.

Job Type:

- Full time: 35 hours per week

Compensation:

- \$50,000 to \$58,000 salary range
- Benefits: Health, Vision, Dental, 401k, Paid Holidays and Paid Time Off (PTO)

Work Environment:

- Family oriented work environment with flexible hours
- This job function uses standard office equipment, such as computers, phones, printer, and photocopiers
- Hybrid: Primarily remote, some office meetings with staff, board volunteers, vendors, and donors

Submit résumé and cover letter to:

Email cover letter and resume to Tina.Gargiulo@UnitedWayNNJ.org

Equal Opportunity Policy:

United Way of Northern New Jersey provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.



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