



WASHINGTON  
**POLICY CENTER**  
Job Description  
*Events Manager*

Washington Policy Center (WPC) is a non-profit, independent public policy think tank that works to improve the lives of Washington state's citizens by providing accurate, high-quality and innovative solutions for policymakers, the media and the general public. We have a staff of 20, an annual budget of over \$3.5 million, and offices located in Seattle, Olympia and Eastern Washington. We hold approximately 50 events per year ranging from exclusive gatherings of 15-30 people to conferences and lunches for 200- 500 and our annual fundraising gala, the Annual Dinner, with over 2,500 attendees statewide.

The Events Manager position offers a great opportunity to gain valuable event planning experience in a non-profit environment. It is ideal for someone with 2-4 years experience in event planning. The Events Manager works closely with and reports to the Development Director, and also works with the Development Manager, the Communications Director, Young Professionals Coordinator and President of the organization. This position is responsible for managing WPC's events from small breakfast events with 20 people to our Annual Solutions Summit Policy Conference to our largest event, the Annual Dinner, the largest policy gala in the country. This is a full-time position (40 hours/week) based in our Seattle office.

**Key Responsibilities:**

- Plan and execute Washington Policy Center's annual events as directed by the Development Director and President
- Maintain a comprehensive calendar of WPC events
- Coordinate event marketing and media for optimum attendance, working closely with WPC's Communications team
- Coordinate event logistics, working closely with event vendors, venues and speakers
- Manage WPC's annual events budget
- Cultivate effective relationships with event vendors, speakers and attendees
- Coordinate and negotiate event speaker contracts, working with speaker's bureaus on case-by-case basis
- Manage WPC's Annual Dinner events in Spokane and Bellevue, attracting over 1,000 in each location
- Manage event attendance and registration using WPC's donor database, *The Raiser's Edge*
- Work with staff to ensure that events further current and long-term organization goals and that all interactions with our programs reflect WPC's quality standards and mission

**Key Requirements:**

- 2-4 years experience in event planning
- Understand and support WPC's mission to promote free-market solutions through research and education in Washington state
- High level of organization and attention to detail and the ability to manage and prioritize multiple projects at one time
- Ability to work occasional evenings and weekends. Reliable personal transportation available during working and event hours is required
- Ability to lift up to 50 pounds occasionally
- Interest in working in an ever-changing environment with the commitment to grow rapidly and desire to work hard to create new and outstanding results
- Ability to interact well with event vendors and event attendees through email and over the phone
- Must exhibit sound judgment in confidential donor matters
- Familiarity with Microsoft Office products including Word and Excel
- Database experience preferred, but not required

**Details/Benefits:**

- Start date: July 2018 (*possible training hours available in June*)
- Hours: Full-time, 8:30am-5:00pm, Monday-Friday, occasional evenings for events

- Compensation: DOE, 90% employer-paid health (medical/dental/vision) insurance
- Vacation: 2 weeks paid (after 3 months), 10 paid holidays a year

**To apply: submit your resume and cover letter including 1.) Your experience and why you are a good fit for the position, 2.) your available start date and 3.) your salary requirements to:** Sydney Jansen, Development Director, [sjansen@washingtonpolicy.org](mailto:sjansen@washingtonpolicy.org)