



Position: Special Events Supervisor - Temp
Program: Administration - Development
Reports to: Director of Special Events
Salary: \$41,000
Status: Temporary, Exempt

JOB SUMMARY:

The Special Events Supervisor supports the Director of Special Events in the overall management of all Center special events, working very closely with event committee members and outside vendors. The Special Events Supervisor will also assume responsibility for managing smaller fundraising events and overseeing all external fundraising events.

ESSENTIAL FUNCTIONS:

1. Assist Director of Special Events in the planning and execution of signature events;
2. With the Production Manager, manage all aspects of non-signature events including logistics, committees and fundraising efforts.
3. Assist in coordination of live and silent auctions, including solicitation, donor communication, auction item tracking, and publicity;
4. Oversee external events as needed;
5. Work with Director of Special Events to track event ticketing, sales and pledges;
6. Assist Director of Special Events in fulfillment of event timelines and work with the events team to assure that deadlines are met;
7. Keep the events chairs and Director of Special Events informed of any possible variance in meeting deadlines;
8. Work with major donor staff to see that membership aspects of each event are adequately handled;
9. Work with the events team to develop communication for events;
10. Work with event committees to solicit and secure in-kind donations for auctions and other event-related items;
11. Ensure the maintenance of a database to track income, expense and other measures of progress, and keep the Director of Special Events informed of progress and any possible variation from agreed upon goals; Work with Volunteer Resources staff to identify and supervise event volunteers, as needed;
12. Maintain databases related to events, as required;
13. Prepare timely progress reports on all elements of events planning for the event committee or event management;
14. Maintain accurate & timely records of reservations (paid/unpaid) and in-kind donations of goods/services for events;
15. Ensure that financial returns are properly and promptly recorded, reported, and acknowledged after the end of each event. Provide accurate final reports for Development, for the events committee, and for the Los Angeles Police Commission;
16. Participate in event committee meetings, staff meetings, and other meetings as needed;
17. Assist Events Supervisor to prepare and distribute minutes and other relevant documents both before and after relevant meetings;
18. Attendance at night and weekend meetings and events is required;
19. Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) A minimum of two years of event-related experience including the development and implementation of events at various levels;
- 2) Working knowledge of the Los Angeles and LGBT communities preferred;
- 3) Superior organization, data-manipulation, and logistics skills including exceptional written and verbal communications skills;
- 4) Ability to work as part of a team; and a tenacious commitment to achievement of agreed-upon financial targets;
- 5) Excellent verbal and written communication skills, including strong organizational, detail and interpersonal skills;
- 6) Strong computer skills and knowledge including Excel, word processing, database operations, spreadsheets, and other software systems. Knowledge of Eventbrite, Base Camp & Nationbuilder preferred;
- 7) Demonstrated ability to work effectively with men and women of diverse races, ethnicities, ages, and sexual orientations in a multicultural environment.

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

E-mail resume and cover letter as a word attachment to jobs@lalgbtcenter.org

website: www.lalgbtcenter.org

Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028