



Position Description Events Manager

About Miracles for Kids

Miraclesforkids.org

Miracles for Kids is one of the only organizations on the West Coast providing monthly financial assistance and subsidized housing to families who are fighting for their child's life.

Miracles for Kids helps critically ill children and their families stay strong and together, by keeping the lights on and a roof over their heads. Based in Southern California, the organization was founded in 2002 and continues to expand its reach by serving children receiving treatment at four leading hospitals: CHOC Children's in Orange, Children's Hospital Los Angeles, Mattel Children's Hospital UCLA and Benioff Children's Hospital, Oakland. In addition to paying bills and housing families at Miracle Manor - which is located less than a mile from CHOC - the organization provides crisis counseling, medical care and a variety of other supports to ensure that families have their basic needs met during the most emotionally excruciating time in their lives.

Purpose of the position:

The purpose of this position is to implement flagship fundraising events and help deliver key programs in support of our client families. Responsibilities include managing logistics such as guest registrations, auction item procurement, sponsorship fulfillment, invoicing, and troubleshooting. The Events Manager will provide excellent customer service to our donors and represent Miracles for Kids in the community and on external event committees as needed.

This job is for you if:

- You are a strong project manager, who can build authentic and rewarding relationships both externally (with donors, vendors and volunteers) and internally with co-workers.
- You are not only focused on hosting the perfect event, but just as focused on making sure it is a fundraising success and contributes to meeting or exceeding revenue targets.
- You are obsessed with outlining project deadlines and staying on time and under budget.
- You have experience procuring and tracking auction items and have successfully worked with board led event committees.
- You enjoy collaborating across functions to ensure that the donor experience is positive.
- You are a mature team player who has experience managing and retaining volunteers.
- You are optimistic. You react well under pressure and with tight timelines, knowing that donor demands can often be unpredictable. When things don't go as planned, you don't get flustered; you get creative, stay positive, and bring out your backup plan.

You have:

- A track record of organizing multiple complex projects with a lot of moving parts.
- Experience managing complex, dynamic and multi-faceted events with high profile stakeholders
- Strong relationship building and communication skills (written and verbal)
- A strong desire to make a difference in your community

We have:

- A mission that you can believe in with all your heart
- A profound desire to help more families who need help fighting for their children's lives
- Experienced leaders who are ready to take the organization's vision to the next level

Key Events:

- Night of Miracles Gala – Black-tie optional high-profile event that raises \$1M+
- Coto for the Cure – Exclusive ProAm tennis tournament in Coto De Caza
- Miracles for Kids Golf Invitational – Annual golf tournament
- Stars & Stripes – Fishing, golf and gala in Cabo San Lucas
- Basket of Miracles (3x/year) – Donor and volunteer events that drive donations and distribution of household items, food and other basics that families need
- Surf and Paddle Camp – Three days of fun in the sun, where patients and siblings learn how to surf

Interested? Apply today!

- Email your cover letter and resume to: tcardenas@miraclesforkids.org
- In your cover letter please explain why this position appeals to you and indicate your salary expectations