

## **Job Description: Events Director**

**Organization:** Gunnison Tough

**Position:** Gunnison Tough is hiring for the part-time position of Events Director. The position reports to the Executive Director, working closely with the Gunnison Tough staff, Board of Directors, and organization volunteers, and is responsible for directing and executing all Gunnison Tough events.

**Job Description:** Events Director for Gunnison Tough plays a pivotal role in advancing the mission of the organization, to provide comprehensive cancer programs to keep our community strong. The Events Director is responsible for the strategic planning, execution, and oversight of all Gunnison Tough events including the Songwriter Shuffle Concert & Auction (winter and summer), Poker Ride, Hike and Bike, Pink in the Rink Hockey Tournament, and partner events with the hospital and community. This role involves managing a team, coordinating with various stakeholders, and ensuring that each event aligns with Gunnison Tough's priorities and goals. The ideal candidate will possess exceptional organizational and leadership skills, with a keen eye for detail and a passion for creating memorable experiences.

### **Minimum Qualifications:**

- Experience planning and executing events and overseeing volunteers
- Excellent verbal and written communication skills for interacting with diverse stakeholders including staff, volunteers, and donors
- Excellent organizational and project management abilities, with proficient problem solving abilities, and attention to detail
- Ability to work independently and collaboratively

### **Preferred Qualifications**

- Experience working in the non-profit sector

**Compensation :** Based upon experience \$25.00 to \$30.00 per hour

### **Responsibilities:**

- 1. Event Planning, Management, and Execution:**
  - Develop and implement comprehensive event strategies and plans.
  - Source, negotiate, and manage relationships with artists, vendors, venues, and other external partners.
  - Work with ED to book artists and performers for events.

- Manage travel plans, transportation, lodging, F&B, special needs, activities, and contract rides for performers and artists.
- Create, order and put together swag bags and gifts for VIP and upper level sponsors.
- Coordinate logistics such as but not limited to licensing and permitting, catering, drinks, audio-visual equipment, and décor.
- Coordinate transportation and parking for attendees and volunteers for scheduled events.
- Develop and manage event budgets, ensuring cost-effectiveness and budget adherence.
- Oversee on-site event management, including setup, coordination, and teardown.
- Ensure all events run smoothly and meet or exceed organization expectations. Address and resolve any issues that arise before, during or after the event.
- Assist staff on event preparation and follow-up, including securing auction items prior to the event, auction booklet, delivery of purchased auction items, scheduling of purchased trips/packages/concerts, correspondence and thank you notes, tax letters.

70%

## **2. Team Leadership and Coordination:**

- Lead and manage a team of event volunteers and support staff.
- Collaborate with staff and Board

20%

## **3. Community and Stakeholder Engagement**

- Act as a point of contact for all community and stakeholder engagement initiatives
- Access collaboration proposals to determine feasibility and alignment with organizations goals and mission

10%

Please send resumes and letter on intent to Mike Dawson - [mdawson@guclaw.com](mailto:mdawson@guclaw.com)