



Events Manager

Salary Band:	\$60,000 - \$75,000
Location:	Triangle Region, North Carolina
Travel:	0-10%
Reports To:	Deputy Director
Timeline:	May 2025 Start Date Preferred

About Majority Rising NC

Majority Rising NC (MRNC) is a 501(c)(4) social welfare organization founded in 2022. We strive to build majority support for public policies that create prosperity and opportunity for all North Carolinians. Through education and voter engagement, we seek a fair and just society where everyone can shape our collective future.

Position Summary

The Events Manager will play a critical role in driving MRNC's mission by leading and coordinating key aspects of our annual programming, namely our annual event series. The ideal candidate will possess a strong background in event planning and management, donor engagement, and a commitment to building a stronger North Carolina. The Events Manager will work closely with both the Executive Director and the Deputy Director to design, manage, and execute our signature policy conferences, annual summit, and other event offerings throughout the year. In addition, this team member will support fundraising operations including processing of invoices, pledge follow up, and grant support. Overall, the Events Manager will help to strengthen the organization's brand, deepen stakeholder relationships, and positively contribute to the organization's ongoing ability to host high-quality policy events that attract a diverse mix of attendees.

Duties and Responsibilities

Below are some of the duties and responsibilities for this position:

- **Event Planning and Management** – Lead the planning and execution of small- and large-scale events that bring together policymakers, industry leaders, advocates, and community members to discuss pressing policy issues and potential solutions. This includes at least four major events and several additional offerings on an annual basis. Project manage all planning and execution tasks, including delegation to team members. Specific responsibilities may include the following:
 - Develop comprehensive event plans, including timelines, budgets, and logistics, to ensure all details are organized and executed effectively.
 - Source and manage vendors such as event venues and audiovisual technicians, overseeing contracts, payments, and performance.

- Manage event budgets, tracking expenses ensuring adherence to overall budget.
- Coordinate event logistics, including setup, teardown, and staffing to ensure smooth operations on event days.
- In collaboration with the full staff team, brainstorm and design policy-focused programming, such as breakout sessions or keynote sessions, as needed.
- **Fundraising Operations** – Collaborate with the Executive Director to support fundraising operations needs including processing invoices, sending pledge reminders, and engaging with donors on a regular basis. Learn about and contribute to overall fundraising strategies, including prospecting and writing grant applications, and other donor cultivation efforts.
- **Relationship Management** – Build ongoing relationships with the organization's donors and other stakeholders, such as potential funders, partner organizations, and policymakers to strengthen the organization's influence and impact.
- **Other Duties** – Additional responsibilities may arise throughout the course of the Event Manager's employment regarding the operations of the organization such as project management.

Qualifications and Skills

- Bachelor's degree; experience will be considered as a supplement to educational attainment.
- Prior experience in event management or planning strongly preferred
- Strong organizational and management skills.
- Self-motivated, proactive, and able to work independently and as part of a team.
- Ability to plan and execute projects with many moving parts.
- Excellent communication skills, both written and verbal.
- Ability to build and maintain relationships with stakeholders from diverse backgrounds.
- Familiarity with fundraising concepts OR a willingness to learn fundraising strategies.
- Passion for progressive public policy issues and a commitment to build a stronger NC.

Preferred Qualifications

- Creativity in crafting event collateral and other materials.
- Keen eye for detail to ensure events are executed to high standards.
- Ability to communicate and negotiate with external vendors and other service providers.

Compensation and Benefits

This is a full time, salaried position. Exact salary is commensurate with experience and qualifications. Benefits are competitive, with generous paid time off, and fully paid employee and partially paid dependent coverage for health, vision, and dental insurance.

How to Apply

Interested candidates should submit a resume and cover letter through our Job Application Form found on www.majorityrisingnc.org/current-openings. **Applications submitted by April 4th will be given priority.** Interviews will be conducted on a rolling basis, and the position will remain open until filled, with an ideal start date in May 2025.

Equal Employment Opportunity Policy

Majority Rising NC believes that it is critical to build a team of diverse individuals committed to making North Carolina a better place for all. We strongly encourage women, people of color, LGBTQ+ individuals, and people with disabilities to apply. As an equal opportunity employer, we prohibit 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.