

United States Jobs Expertini®

Event Manager

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Company: San Antonio Report

Location: San Antonio

Category: other-general

WHO WE ARE

A trailblazer in the nonprofit news sector, The San Antonio Report is an independent, local, digital news organization. Because we are member-supported, our quality, in-depth journalism is available at no cost to everyone in the city and beyond; we don't have a paywall that restricts our content. We publish without fear or favor and without any obligation to outside owners or interests. Our work, which includes a year-round calendar of civic engagement events, is all about San Antonio and the surrounding communities. If you love San Antonio and have event planning and execution experience, this will be an exciting role for you.

POSITION OVERVIEW

As part of a dynamic team, this position will be primarily responsible for taking a lead role in the planning and programming for the San Antonio Report's growing events portfolio which consist of in person and hybrid events. The ideal candidate will be committed to supporting the San Antonio Report's mission and vision and work in a way that upholds and reflects our organizational values. The duties include, but are not limited to: planning and programming for public policy and community engagement events, pitching new event ideas, fostering existing and developing new partnerships with area organizations, prospecting and engaging new event sponsors, assisting the membership manager with member events and helping to grow the event portfolio and revenue for the San Antonio Report. This role is also integral to furthering our audience development and engagement efforts through events as well as assisting with other business and fundraising initiatives to

further our mission. This position interfaces with community leaders and works closely with other members of the San Antonio Report's business team and editorial leadership and reports to the Chief Operating Officer.

RESPONSIBILITIES

Spearhead newsworthy civic and community engagement and fundraising events including taking a lead on planning and coordination, invitations, registration set-up, helping with membership table, sponsorship sales and management, vendor management, curating follow-up lists, and following up with newsletter subscriber and member prospects.

Develop and maintain San Antonio Report's online events calendar and monthly newsletter.

Promote and market the San Antonio Report's events to drive attendance and engagement.

Collaborate with the other members of the business team to identify and create opportunities for cross channel promotion events with other San Antonio based organizations.

Seek creative opportunities to use San Antonio Report events to drive audience growth and engagement before, during and after events.

Generate sponsor prospect leads through a variety of sources including the internet, databases, periodicals, and inbound inquiries.

Oversee creation and development of event marketing materials and sponsorship guides. Graphic design experience is highly preferred.

Coordinate with COO to ensure event sponsor invoices are sent and sponsorship funds are collected.

Assist in the development and management of individual event budgets and coordinate with COO to ensure invoices are paid.

In partnership with the membership manager, plan and execute membership events.

Develop creative ways to recognize, support, and benefit sponsors.

Provide quality customer service support for event attendees and sponsors.

Update and maintain the San Antonio Report's sponsorship database and produce weekly and monthly reports for the Chief Operating Officer and Publisher & CEO.

Collaborate with the other members of the business team to explore creative opportunities to include and engage the San Antonio Report's existing readers, members and donors in various events.

Provide occasional support for other functional business team efforts to facilitate the Report's revenue generation and business operations.

Assist in the management of social media channels as they pertain to events.

Other related duties as assigned.

EDUCATION REQUIREMENTS:

A 4-year degree required; communications, marketing, fundraising or nonprofit administration/leadership concentration preferred.

This is a full-time, exempt position and is based in San Antonio, TX.

The starting salary for this position is \$50,000 and is commensurate with experience and skill set. Some of the benefits employees enjoy are 20 days of personal time off, 10 paid holidays, health benefits, a 401(k) plan, and paid parental leave.

We're committed to building an inclusive team that represents the people and communities we serve. We especially encourage members of traditionally underrepresented communities to apply.

Application details: Applications will be reviewed as they are received, and the deadline to apply is April 19, 2024. To apply for this position, please submit a cover letter, résumé and list of three references to apply@sareport.org and include "Event Manager" in the email

subject line.

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