



## **Open Volunteer Position: Event Manager**

### **Overview**

The Event Manager is responsible for the planning and execution of all fundraising, cultivation, and community outreach events; acts as the point person for all community partners and event vendors; and tracks funds raised at each event in keeping with the organization's annual budget. This position works closely with the Volunteer Manager to plan and staff all events and the Development Manager to maintain the annual budget. This is a non-paid, volunteer position.

**Position Time Commitment:** 12 months

**Average Weekly Time Commitment:** 5 hrs, increasing during event season

### **Responsibilities**

- Direct management of BAPBR's calendar of events
- Work with Volunteer Manager to plan and staff all events
- Act as the BAPBR liaison with community partners and vendors
- Work with the Development Manager to track all funds raised at events
- Check BAPBR email on a daily basis and respond in a timely manner

### **Qualifications**

- Prior experience with event management
- Phenomenal interpersonal skills
- Outstanding oral and written communication skills
- Strong delegation skills and collaborative instincts
- Knowledge of nonprofit business models
- Strong commitment to the mission of BAPBR, and, in general, to animal welfare

### **About BAPBR**

BAPBR is a 501(C)(3) nonprofit organization. We are a family of volunteers and advocates dedicated to helping Pit Bull Terriers and their guardians. We strive to save lives by keeping dogs out of local shelters through spay-neuter assistance, owner-support programs, and adoptions. We are the longest standing registered non-profit rescue in the Portland Metro area dedicated to giving Pit Bull Terriers the lives they deserve.

**To apply:** Please send your resume to [paige@bapbr.org](mailto:paige@bapbr.org)