

GROUP HEALTH FOUNDATION

Events Manager Washington State Position Description

ABOUT US

Group Health Foundation is a growing 501(c)(4) philanthropic organization committed to partnering with communities across Washington State to advance a shared vision for a vibrant, healthy future. We are hiring an **Events Manager** to join our expanding team.

Our foundation has an audacious goal: health equity in Washington state. We seek to create and support conditions where people of all communities — especially those experiencing racial and social injustice — can participate, prosper, and reach their full potential.

Cultivating a staff team that embodies the diverse experiences of Washington communities is essential to these aspirations. We strongly and sincerely encourage applications from people of color; immigrant, bilingual, and multicultural individuals; d/Deaf people and people with disabilities; members of LGBTQIA+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.

To learn more about our work, our approaches, and our values, please visit our [website](#).

POSITION SUMMARY

The Events Manager oversees the production and implementation of the Foundation's events. The Events Manager will coordinate in-person and virtual experiences that advance the Foundation's mission and aspirations - including community building events, meetings, staff retreats, convenings, and conferences. Reporting to the Learning and Evaluation Director, this position is part of a team that supports efforts across Foundation departments, requiring extensive engagement with staff, board members, grantee organizations, and community members. We are looking for a seasoned events manager who has successfully produced and managed events, from intimate gatherings to large scale conferences, as well as someone who brings a deep commitment to racial justice, equity, and accessibility for communities across the state.

This is a full-time, exempt position that can be located remotely in Spokane or Vancouver, or at any of our offices. We currently have an office in Seattle and will be opening offices in the Tri-Cities and South Tacoma in 2022. Some early morning, evening, and weekend hours will be required, and regular statewide and regional travel should be expected. All employees participate in our offsite retreats, which often require travel and overnight stays.

PRIMARY RESPONSIBILITIES

- Work with leaders across the organization to develop organizational goals, practices, and systems to ensure our events and gatherings are driven by and reflect our values.
- Produce high-quality and meaningful gatherings – working with teams across the Foundation from conceptualization to execution – that advance the Foundation’s mission and aspirations.
- Prioritize the development of a framework and practices to ensure that events are accessible to neurodiverse people, D/deaf people, people with disabilities, and people who communicate in languages other than spoken English.
- Manage all event logistics, including but not limited to registration processes, internal and external event communications, relationships with event vendors (including venue, catering, AV, transportation, etc.), and contracts with speakers and performers.
- Develop events and gatherings for the communities we work with across race, culture, abilities, and geography – including events in rural communities, midsize cities, and large urban areas – creating intentional spaces that meet the needs of participants.
- Direct pre-event, event, and post-event workflow processes to ensure staff and contractors are clear on their roles and responsibilities.
- Support the development of the annual budget for events, convenings, and conferences. Work with team leads to develop event budgets and oversee financial monitoring and reporting.
- Work with team leads to develop event evaluation criteria and report each event’s impact on the Foundation’s goals. Make recommendations for future events and facilitate the alignment of events with the Foundation’s programmatic work.
- Develop and maintain a strong network of event vendors and contractors for the Foundation who are located throughout Washington to ensure we are putting Foundation resources into the communities we prioritize. This includes vendors and contractors who are Black, Indigenous, and other people of color, immigrant or refugee, LGBTQIA+, and people with disabilities and located in rural communities, mid-size cities, and urban areas across the state.
- Build a library/database of event planning resources for Foundation staff.
- Provide expertise to staff in the planning and execution of other events as needed.
- Contribute one’s own ideas, perspectives, and lived experiences to the emerging culture of the Foundation.
- Assume other responsibilities and explore new opportunities that arise with the evolving needs and aspirations of the Foundation.

QUALIFICATIONS

- A deep commitment to equity and social justice, and strong alignment with our organizational values.
- Strong experience collaborating across many departments and within a multicultural organization to develop and execute a shared vision for an event or gathering (this includes experience setting expectations and deliverables with people in senior level roles).
- Ability to authentically connect the Foundation’s mission and aspirations with one’s own personal experiences.
- Demonstrated ability to cultivate relationships, and work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities.
- Five years of experience managing events and delivering a wide range of event experiences, including virtual or hybrid events.

- Strong understanding of event strategy, content development, and evaluation.
- Experience or familiarity working with leaders to create new events, with the ability to drive vision and create clarity for the team.
- Experience coordinating language interpretation and translation, captioning, and other ways to ensure access for people with disabilities and people who require language interpretation.
- Knowledge of online event platforms, hybrid event models, and tools to support accessibility for in-person, virtual, and hybrid gatherings.
- Experience maintaining a knowledge base and training staff on the use of tools and technology that support accessible, relational, virtual, and in-person gatherings and events.
- Experience managing event budgets and financial reporting.
- Ability to multi-task and prioritize in a fast-paced environment, handling multiple projects in an organized manner.
- Excellent communication skills.
- Ability to work a flexible schedule for events scheduled on evenings and weekend.
- Strong collaboration skills with a proven track record of working across departments and with diverse communities.
- Knowledge of, or a strong desire to learn about, the needs of communities across the state who are most impacted by structural inequities.
- An understanding of the foundational role that racism, ableism, sexism, and other forms of bias and oppression play in perpetuating inequity, and a commitment to working to end inequity.
- Experience with equity, justice, and movement-building strategies, including a demonstrated ability to connect with community organizations on a personal and organizational level.
- Humility and curiosity, and an understanding of how these qualities are connected to success in this role.
- Demonstrated capacity for self-reflection.
- Strong verbal, non-verbal, and written communication skills combined with the ability to listen deeply and authentically.
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint) and Adobe (Acrobat DC), and the ability to adapt to new technologies.
- Enthusiasm for traveling throughout Washington and engaging with communities that may be different from your own (travel is estimated at 20-30% for this position).

COMPENSATION

In addition to a positive and flexible work culture, we attract, retain, and motivate exceptional people with an equitable and competitive compensation package. Salary ranges are set according to an explicit compensation policy, and relevant data are reviewed when setting ranges for each position. The anticipated starting salary range for this position is \$90,000 to \$120,000. A compensation enhancement is provided to employees with indigenous or advanced language proficiency in more than one language that they utilize to advance the Foundation's work across Washington. We offer a comprehensive benefits package that includes fully paid medical/dental/vision coverage for employees and dependent children (and partial coverage for partners and spouses), a 10% retirement contribution, generous and flexible paid time off, paid family and medical leave, a transit pass (where available), and support for ongoing professional development.

TO APPLY

Please submit your resume and a cover letter expressing your specific interests through our [online application portal](#). Priority will be given to applications submitted by **Friday, November 5**. You will receive an automatic acknowledgment of your application once you submit your materials, and you can expect updates from the Foundation every two to three weeks once the priority deadline has passed.

We are committed to creating conditions where all candidates are able to fully express their talents and potential and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role.

Thank you for your interest in joining Group Health Foundation!