Events & Promotions Manager Job Description

Job Description: Events & Promotions Manager

Reports to: Executive Director

Status: Full-time hourly contract position with the goal to transition to full-time salaried employee with benefits.

If transitioned to salaried employee benefits will include 100% paid medical and dental package, flexible work schedule, generous time off including, significant paid time-off package

Location: Seattle-King County based. Virtual, with some onsite days at Seattle-based events and at our office/warehouse space in SODO Saltbox

Salary Range: $30 - $35 per hour, contingent on experience

Hours: 40 hours/week

Application Deadline: July 5, 2022

Start date: Mid to Late July

Background

Seattle Good Business Network (SGBN) is a nonprofit, established in 2010, with a mission to connect and inspire people to buy, produce, and invest locally so that everyone has a meaningful stake in the local economy.

Our programming includes Seattle Made, supporting a community of over 700 urban manufacturers and producers; Seattle Restored; Good Food Economy, including the initiatives Good Food Kitchens, Seattle Restaurant Week, and Good Food Forum; Sustainability & Circular Economy; Youth Workforce Development; and NW Sewn.

Seattle Good Business Network convenes a variety of virtual and in-person business-to-business and public events and promotions annually. Formats range in size and are designed to accomplish multiple programmatic goals, including education, partnership building, promotion, and fostering community within and for a diverse network of local business groups. Some examples include:
• **Seattle Made Week**: a week-long series of pop-ups, tastings, tours, and classes celebrating Seattle Made manufacturers  
• **Seattle Restaurant Week**: a bi-annual prix fixe dining promotion that gives diners a unique chance to support the greater Seattle area’s culinary community, highlighting its craft, diversity, resilience, and great food  
• **PreCycle Innovation Summit**: presentations, panel discussions, and featured innovation pitches, highlighting initiatives advancing Washington’s circular economy  
• **Seattle Restored Launch Party**: a public celebration of the program breathing new life into Seattle’s streetscape  
• **Member Happy Hours**: networking opportunities amongst our program groups

**Position Description**

This position will support Seattle Good Business Network Program Managers to strategize, organize, and execute events and promotions across all programming, and expand our capacity to add new events to further our mission to build and strengthen an inclusive and sustainable locally owned economy.

**Responsibilities**

- Work with Program Managers to outline strategy and budget for events and promotions that advance program goals  
- Manage event and/or promotion budgets  
- Organize and execute outreach to, secure, coordinate, and manage event participants, including vendors, speakers, exhibitors, and volunteers  
- Secure, coordinate, and manage event venue and logistics including insurance, alcohol and food permits  
- Develop organization-wide sponsorship packages  
- Prospect and secure sponsorships  
- Work with Communications Manager to ensure fulfillment of sponsorship benefits  
- Assist with marketing strategy and execution  
- Work with Communications Manager to maintain and update relevant websites, including Seattle Restaurant Week participant profiles and menus  
- Collect and organize assets from event participants and sponsors  
- Develop, source, and oversee/ensure installment of event design & decor  
- Manage day-of event logistics  
- Provide customer support to both participants and attendees, whether through digital communications or on-site as relevant  
- Develop and execute reporting & evaluation  
- Attend staff meetings and contribute to advancement of organization mission

**Desired Experience, Knowledge, and Skills**

- Event management experience across a diverse range of formats  
- Highly organized and detail-oriented
- Strong written and verbal skills for communicating and collaborating with broad and diverse stakeholders
- Marketing experience
- Sponsorship sales experience
- Ability to execute on detailed logistics
- Adaptive to a number of different technology platforms and organizational systems
- Ability to work with hard deadlines
- Proactive with ability to accomplish work efficiently
- Comfortable working in a fast-paced environment
- Ability to prioritize and manage multiple tasks simultaneously
- Working knowledge of Google Suite, Microsoft Office, Slack, Wordpress, and HubSpot
- Passionate about inclusive and sustainable local economic development across multiple industries. Eager to learn and a quick study if existing knowledge in the subject area is limited.
- Experience or familiarity with regional food and hospitality community

We're looking for someone who:

- Thrives as an independent self-starter, but is eager to jump into teamwork, ask questions, and brainstorm collaboratively
- Is compassionate, open-minded, and excited to work with people of all backgrounds, ages, cultures, and life experiences in a collaborative work environment
- Loves staying organized, adapts to shifting priorities, and can be nimble with multifaceted projects
- Creatively thinks about their role and opportunities to grow the overall mission of the organization
- Is proactive, innovative, entrepreneurial, and keen to understand all facets of Seattle Good Business Network's programming and how each of our distinct programs intersect

We value having a diversity of life experiences and perspectives on our team. We strongly encourage applicants who identify as BIPOC, women, and/or gender non-conforming to apply. We are an equal opportunity employer.

Application process

Please submit the below items via email with the subject line: “Events & Promotions Manager Application” to jobs@seattlegood.org.

1. A cover letter outlining your interest in the position and how your qualifications align with the above requirements and the mission of Seattle Good Business Network
2. A current resume

COVID-19 VACCINATION

Proof of COVID-19 vaccination is a contingency of employment at Seattle Good Business Network. Effective Dec 1st 2021, all current
REQUIREMENT: and incoming employees will be required to provide proof of their full COVID-19 vaccination status.