



11350 McCormick Road, Executive Plaza I, Suite 100, Hunt Valley, Maryland 21031 | 888-317-5850

Position: Event Manager

Location: Hunt Valley Office

Reports to: Director of Operations

About Believe Big:

Believe Big is a nonprofit Christian organization dedicated to helping families face, fight, and overcome cancer by bridging the gap between conventional and complimentary medicine to heal in all aspects of life- physically, emotionally, and spiritually.

Position Summary:

The Event Manager will plan, organize, and execute all Believe Big events with excellence and purpose. This includes fundraising galas, donor appreciation gatherings, educational conferences, and community outreach events. The ideal candidate is highly organized, detail-oriented, mission-driven, and capable of managing multiple projects while maintaining the heart and vision of Believe Big.

This position will work with the Believe Big staff to contribute to the creation of meaningful and impactful events that garner donor and corporate relationships, foster strong community relations and loyalty, increase revenue, and acquire new supporters to Believe Big. This position will also help to define the goal of each event, décor, and determine the logistics around needed equipment to ensure events run smoothly, has healthy food options, and volunteers to fill the roles needed.

The successful candidate will work 25-30 hours per week. Occasional evenings and weekends are necessary for events. Three-years experience with event planning or hospitality experience preferred.

Key Duties and Responsibilities:

1. Event Planning and Development

- Develop, plan, and execute annual fundraising and community events that reflect Believe Big's mission and values in our five key areas (Maryland, Colorado, Florida, California, and Arizona).
- Collaborate with leadership to define event goals, budgets, and desired outcomes.
- Research venues, vendors, and sponsors that align with the organization's values.
- Create and manage detailed event timelines, task lists, and budgets.
- Ensure every event communicates faith, hope, and excellence to attendees.

2. Logistics and Coordination

- Coordinate all event logistics, including contracts, permits, AV setup, catering, décor, and volunteer assignments.
- Liaise with venues, vendors, and partners to ensure seamless execution.
- Oversee event registration, guest lists, and seating arrangements.
- Work closely with staff and volunteers to ensure tasks are clearly assigned and completed on schedule.

3. Fundraising and Donor Relations

- Support fundraising goals through event sponsorships, auctions, and donor engagement opportunities.
- Work with the Director of Mission Advancement to cultivate and steward sponsors, vendors, and major donors.
- Track donor engagement and ensure event experiences strengthen long-term relationships.

4. Marketing and Communications

- Partner with our Creative Director to develop promotional materials, social media campaigns, and press releases.
- Manage event branding, signage, and digital presence to ensure consistency with Believe Big's identity.
- Oversee creation of invitations, programs, and event collateral.

5. On-Site Event Management

- Lead and supervise on-site operations before, during, and after events.
- Coordinate volunteer teams and ensure all staff are supported.
- Serve as the primary point of contact for vendors, guests, and sponsors.
- Troubleshoot and resolve last-minute challenges with grace and professionalism.

6. Reporting and Evaluation

- Track event metrics, attendance, and fundraising performance.
- Prepare post-event reports, highlighting successes, challenges, and future improvements.
- Maintain accurate financial and logistical records for all events.

Qualifications

- Bachelor's degree in Event Management, Hospitality, Communications, Marketing, or related field preferred.
- 3–5 years of experience in event planning or nonprofit development.
- Excellent organizational and multitasking skills.

- Strong communication and interpersonal abilities.
- Experience managing budgets and vendor relationships.
- Passion for the Believe Big mission and ability to represent it with authenticity and compassion.
- Willingness to travel, work evenings and weekends for major events
- Ability to lift heavy objects up to 40 lbs.

Personal Attributes

- Mission-driven and faith-centered approach to work.
- Creative problem-solver with a positive attitude.
- Collaborative team player who values excellence, integrity, and is detail oriented.
- Calm under pressure; dependable and adaptable to changing priorities.
- Health Conscious

Schedule and Compensation

- Part-time position: 25-30 hours per week
- Competitive hourly rate, commensurate with experience

How to Apply: To apply, please send your resume, cover letter, and three professional references to Dannielle@believebig.org. Use the subject line: Event Manager Application – [Your Name].

IP 11/4/25