



## POSITION ANNOUNCEMENT: EVENTS MANAGER

**Job Title:** Events Manager  
**Reports to:** Chief Philanthropy Officer  
**Team:** Development Team  
**Status:** 100% time, exempt

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### ORGANIZATION BACKGROUND

[Horizons Foundation](#) has been dedicated to serving, funding, and helping to lead the LGBTQ community for 40 years. Established in 1980 as a San Francisco–based community foundation, Horizons’ mission statement reads:

*As the world’s first community foundation of, by and for LGBTQ people, Horizons invests in LGBTQ nonprofits, strengthens a culture of LGBTQ giving, and builds a permanent endowment to secure our community’s future for generations to come.*

Horizons is a national leader in promoting LGBTQ philanthropy, recently recognized as one of the LGBTQ movement’s “Top 10” funders by the national advocacy group Funders for LGBTQ Issues. Last year, Horizons distributed more than \$7 million in grants to hundreds of nonprofits throughout the country, with more than half supporting organizations in the Bay Area. Grants were awarded to LGBTQ nonprofits and to LGBTQ-focused programs at non-LGBTQ-specific organizations. Through its donor-advised fund (DAF) program, Horizons also makes grants to non-LGBTQ nonprofits regionally and nationally.

Horizons has long prioritized grantmaking to frequently marginalized members of the LGBTQ community, including LGBTQ communities of color, transgender people, LGBTQ refugees and immigrants, LGBTQ youth and elders, and those with least access to vital services and equal justice. The foundation also has a deep commitment to smaller, grassroots nonprofits and a long record of awarding very early funding to promising nonprofits.

In addition to grantmaking, the foundation offers educational, community-building, and other events for donors and grantee partners throughout the year and is host to one of the LGBTQ community’s best-known annual galas. Horizons also has a powerful vision for the future support of the Bay Area LGBTQ community, one in which the legacy (planned) gifts of LGBTQ people provide the resources that future generations will need to secure and defend their rights, take care of LGBTQ people in need, and celebrate our lives through culture and the arts.

### POSITION SUMMARY

The Events Manager plays the leading role in all foundation events, including the annual gala. The gala is a central focus and the Manager takes the lead part in securing corporate and other sponsorships for it. This position also develops and implements a wide and exciting range of both other fund development-related and programmatic events. On the programmatic side, events include Horizons’ well-known

annual State of the LGBTQ Movement event and numerous other educational events for both donors and the wider LGBTQ community, as well as support for Give OUT Day, Horizons' national day of LGBTQ giving. While building on Horizons' successful existing events, the new Events Manager will have an opportunity to reimagine events and contribute to long-term and annual partnership and revenue goals.

## KEY AREAS OF FOCUS

The Events Manager will be responsible for the following:

### Event Coordination and Management: 70%

- In collaboration with the Chief Philanthropy Officer, set and exceed fundraising event goals including sponsorships, ticket sales, and day-of fundraising
- Successfully develop and execute annual fundraising Gala from concept to execution
- Manage relationships with outside vendors and work collaboratively to ensure success of Gala and all other events, including event management firm, graphic design, venue, etc.
- Plan, coordinate, and execute year-round development events including donor briefings, major donor events, and other development-focused events
- Together with the Grants and Programs team, develop and implement a variety of programmatic events each year, including support of Give OUT Day
- Serve as staff and point of contact for the volunteer Gala Sponsorships Committee

### Event sponsorships: 20%

- Build on already existing relationships with corporate sponsors/partners for the Gala and other events
- In collaboration with the Chief Philanthropy Officer, identify, cultivate, and solicit prospective corporate sponsors for the Gala and other events

### Overall Program Management & Evaluation: 10%

- Provide input to overall development program strategy and plans
- Participate in team meetings, retreats, and other duties as they arise

## OUR IDEAL CANDIDATE WILL BE:

**Passionate** about Horizons Foundation's mission with a demonstrated commitment to social justice and familiarity with the social and legal issues impacting the LGBTQ community, both past and present

**Committed to diversity, equity, inclusion, and belonging** as core organizational values and to racial, gender, and social justice, and to authentically articulate a commitment to equity and inclusion by their actions

**An experienced events professional** with a minimum of 3-5 years of experience in fundraising, development, vendor relations, and events management

**Superior in managing multiple projects and priorities:** The right candidate will have the ability to balance multiple projects, manage deadlines, and ensure that all projects and events are completed from start to finish with quality attention

**Able both to think strategically** and get the details right

**Goal-driven with a strong work ethic**, bringing an optimistic, can-do, approach to achieving the most possible with the resources available and responding flexibly as opportunities and events arise

**Team-oriented** with demonstrated ability to work respectfully and productively with diverse teams within the foundation and with all staff.

The above statements are intended to describe the general nature of work being performed and are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

### **PHYSICAL REQUIREMENTS**

The physical demands of this position are light with the expectation that the staff person can exert up to 20lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. The position requires frequent computer use at a workstation. Horizons Foundation will make reasonable accommodations in compliance with the ADA of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

### **COMPENSATION, HOURS, AND OFFICE**

This is a full-time salaried position. Your schedule may vary based on need and could extend at times into the early evening, with some very occasional weekend hours. The full salary range for this position is \$90,000 - \$115,000, commensurate with qualifications and experience. The starting salary is generally at or near the mid-point of the salary range, with the opportunity for future growth. The generous benefits package includes full health, vision and dental coverage, vacation, sick leave, significant employer contribution to a 403(b) plan retirement plan, and the pride of working at a critical community institution.

Horizons' current practice is for staff to work from the foundation's downtown San Francisco office on Tuesdays, Wednesdays, and Thursdays. Mondays and Fridays can be remote-work days. The foundation's office is conveniently located 1.5 blocks from the Montgomery BART/MUNI station.

### **EQUAL OPPORTUNITY**

Horizons Foundation is an equal opportunity employer that supports and lives diversity in our staffing and values. We actively seek and welcome applications from people who identify as people of color; women; transgender, gender non-conforming, and non-binary people; LGBTQ; and people living with disabilities. We comply with all applicable federal, state, and local laws governing nondiscrimination in employment, and encourage and seek qualified candidates of all backgrounds.

### **APPLICATION PROCESS**

To apply, please submit a cover letter and your resume, preferably **in a single PDF**, to [careers@horizonsfoundation.org](mailto:careers@horizonsfoundation.org) with EVENTS MANAGER in the subject line by June 30, 2023 at 5:00 p.m. PT.

Thank you for your interest in Horizons and your support for the LGBTQ community.