



Career Opportunity: Events Manager

About the Buddy Program

Join our team!

For 50 years, the Buddy Program has been serving youth in the Roaring Fork Valley community. We operate four programs, including one-on-one mentoring and group/experiential mentoring, known as our LEAD (Leadership through Exploration, Action, and Discovery Program). Mentor/mentee pairs in our Community Program stay together for 3.5 years, nearly twice that of national mentoring programs. Program evaluations demonstrate the Buddy Program has helped our Little Buddies in areas of self-esteem, decision-making, academics and relationships with friends and family. The Buddy Program works with 400-450 youth and their families each year and an additional 135+ adult volunteers and continues to grow to meet the large need in our local community. The Buddy Program is a registered 501(c)(3) not-for-profit organization. In its 50th year, the Buddy Program is expanding programming to Glenwood Springs, offering all four mentoring programs by Fall 2023. The organization is working on building relationships, partnerships, and opportunities for the entire Roaring Fork community.

Vision: We envision a thriving community in which all members are supported and connected through meaningful relationships and experiences to achieve success.

Mission: The Buddy Program empowers youth through mentoring experiences to achieve their full potential.

Commitment to Social Justice, Diversity and Inclusion: We value, celebrate, and consciously cultivate diversity as we strive to achieve equity through the power of mentoring.

Values: Kindness, inclusion, discovery, connection, empowerment

Working Relationships:

- Reports to Development Director
- Works closely with Marketing and Communications Manager, Community Relations Manager, Assistant Director and Executive Director
- On-going, constructive, and open collaboration between all Buddy Program staff is essential to our team to ensure a consistent, quality-run program.

Responsibilities include:

This position is responsible for designing, planning, managing, and executing engaging donor and community events, meetings, and programs to grow and cultivate the organization's donor and volunteer base.

Event Management

- Plan and execute all fundraising, friendraising and community events throughout the year, including:
 - Boogie's Buddy Race
 - Bash for the Buddies
 - Gingerbread House Workshop
 - Dining Out for Buddies
 - 50th Anniversary/Glenwood Springs Events
 - National Council reception
 - Summer Kick Off Event
 - Others events as they arise
- Coordinate and train all event volunteers and works closely to engage Buddy Program staff as they provide event support
- Work closely with Marketing and Communications Manager to create timely collateral and awareness for all events
- Work closely with Community Relations Manager to ensure sponsor activation at each event is done according to sponsor agreements
- Work closely with Board of Directors and Leadership Development Board committees to ensure quality events
- Attend and engage in team meetings, including: Development & Marketing team, Peer-to-Peer team

Program

- Coordinate and supervise one Peer-to-Peer program site in collaboration with one other program staff member
- Cultivate relationships with families, youth, and schools as relating to the Peer-to-Peer program. Maintain client confidentiality.
- May be asked to support program events as needs arise

Leadership:

- Work with Community Relations Manager to hire, train, and manage Summer Development Intern

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Skills and Life Experience:

- Passionate about the mission of the Buddy Program
- Bachelor's degree or 3-5 years of relevant professional experience in event management
- Demonstrated volunteer management experience
- Advanced interpersonal and communication skills
- Ability to maintain donor and client confidentiality
- Strong organizational skills, excellent attention to detail, efficiency, and ability to meet deadlines
- Ability to remain compassionate and empathetic towards donors, families, youth, and volunteers
- Comfortable and literate in technology, including cloud-based (Google platform) apps and database/CRM software
- Comfortable working both independently and collaboratively with a small, close-knit team, and thrive in a fast-paced, deadline driven environment

- Ability to act as ambassador for the Buddy Program at all times
- Flexibility with time and duties as they evolve
- Ability to work nights and weekends

Time and Compensation Details: Full-time; 40 hours per week. Some nights and weekends required. This position is located in our Aspen office is a non-exempt position and includes some flexibility to work from home. Salary range is \$60,000 to \$65,000. Benefits include paid vacation, sick leave, personal days, volunteer hours, retirement match, TRIAD EAP, full healthcare plan including dental and vision.

Send cover letter and resume to careers@buddyprogram.org, Subject Line: "Events Manager". Deadline to apply is Tuesday, March 28, 2023.

It is the policy of the Buddy Program to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, income level or any other characteristic protected by law. Under applicable laws, the Buddy Program employs only United States citizens and individuals who are authorized to work in the United States. The Buddy Program participates in E-Verify and will provide the federal government with employee's Form I-9 information to confirm that they are authorized to work in the U.S.