



Program and Events Manager

The Program and Events Manager is an integral part of the Gwinnett Coalition team, leading programs like Gwinnett Great Days of Service and new nonprofit capacity building offerings as well as supporting key initiatives, like Resilient Gwinnett. The incumbent also manages Coalition communications and the logistics of many Gwinnett Coalition in-person and virtual events throughout the year. The position reports to the Associate Director. Specific duties include:

Event and Program Management

- Creating event goals and defining strategy and tactics to achieve them
- Managing event logistics, including timelines, venues, suppliers, budgets, and invoicing
- Developing a vendor network and negotiating contracts for event support services
- Effectively using data to plan, evaluate, and improve programs and initiatives
- Preparing and presenting post-event reports and evaluations
- Recruiting and managing volunteers, as needed
- Recruiting and managing relationships with event sponsors
- Ensuring event and program management aligns with the values of the Coalition, enabling full inclusion and accommodating individual needs, as appropriate

Communications

- Crafting marketing and communication plans and materials for events
- Managing communications and marketing budgets
- Developing and maintaining the Coalition's database of community stakeholders
- Maintaining the Coalition's master calendars
- Designing basic communication graphics and informational pieces, such as newsletters
- Generating content for social media accounts and website
- Overseeing brand standards compliance
- Collaborating with the marketing team to improve strategies and coordinate needs of staff

Teamwork, Collaboration, and Culture

- Helping identify, obtain, and manage grant funding opportunities
- Co-constructing a healthy, professional team culture by demonstrating flexibility and collegiality as new needs of the organization arise and participating in cross-training for programs and initiatives outside the scope of the position
- Treating colleagues and stakeholders with kindness, respect, and dignity
- Maintaining professional boundaries and confidentiality of information where required by law and professional ethics

- Committing to learning, improvement, and professional development
- Acting in the best interests of the organization at all times

Qualifications and Skills

- Bachelor's degree from an accredited institution; master's degree in a related field and/or project management certification preferred
- 3-5 years of relevant experience, including managing and motivating volunteers
- Confident leader with exceptional interpersonal skills
- Strong planning and organizational skills, with the ability to think strategically in the design, integration, and execution of programs through utilization of different kinds of capital
- Ability to work strategically and tactically in a fast-paced, multi-tasking environment; strong prioritization skills
- Record of effective collaboration within a multidisciplinary team in a complex environment
- Demonstrated effectiveness in written and oral communication; ability to communicate complex issues to a variety of audiences
- Ability to identify policy and systems barriers and develop solutions for coordinated efforts
- Strong data collection and analysis skills
- Demonstrated ability to coalesce diverse groups of stakeholders across multiple sectors
- Familiarity with the Gwinnett community and the broader Atlanta region
- Demonstrated history of cultural competency and working for equity, inclusion, and belonging

Preferred Skills

- Knowledge of grant writing, management, and philanthropy a plus
- Skills in facilitation and experience in conflict resolution
- Education/training related to diversity, equity, and inclusion
- Multilingual
- Previous experience working in roles of collective impact, community development, economic development, and/or public policy a plus.

Technical Proficiencies

- Canva
- Campaign Monitor
- Microsoft Suite, including SharePoint and Teams
- Hootsuite
- Google Docs
- Zoom for meetings and webinars
- WordPress – Elementor
- Survey Monkey
- Salesforce or another CRM