

Posting Information

Position Title: Events Marketing Strategist **Position Type:** Full-Time Employment
Position Location: Utah County, Utah **Position Pay:** Event Marketing Strategist \$60,000-\$65,000
Hiring Manager: Matt Hartvigsen | hr@youniquefoundation.org

Foundation Purpose

We inspire hope in women who were sexually abused as children or adolescents by providing healing services through retreats, support groups, and online resources.

We educate and empower parents and caregivers to protect children from sexual abuse through community and online resources.

We advocate for open discussions about sexual abuse through community dialogue and social awareness.

Job Overview

We are looking for an Events Marketing Strategist to lead the strategic planning, organizing, executing, measuring, and innovation of various foundation events. These events include fundraising, corporate partner, and community events held locally, nationally, and internationally both in person and virtually.

Qualification

Educational/Professional Requirements

- A Bachelor's Degree and relevant work experience

Experience Requirements

- Five years of experience in events work with specific work in events strategy and marketing
- Portfolio of a variety of successful events managed
- Excellent organizational skills, including multiple years of experience in event program management
- Excellent communication skills, both written and verbal
- Ability to problem solve and dynamically adjust plans as the event environment changes
- Strong collaboration skills, including the ability to develop event plans with multiple stakeholders
- Outstanding vendor management skills, including negotiation and accountability management
- Comfortable with project management software tools, like Asana and LeanKit

Responsibilities

- Oversee all event planning and production from ideation to execution
- Plan and organize events with corresponding financial and time restraints
- Develop event production timelines and project manage execution to ensure event milestones are hit
- Lead in the development of event marketing strategies
- Strategize a variety of different events that support targeted organizational goals
- Manage event vendor relationships and serve as the liaison between corporate partners and the foundation
- Manage the production of all event materials, physical properties, and other event infrastructure
- Manage event calendars and schedules
- Oversee and train staff and volunteers for events
- Remain calm under pressure as things adjust and go differently than planned
- Manage event budget and actively track overall event expenses
- Conduct event postmortems where applicable and analyze and report on event results
- Facilitate translation of event materials when applicable
- Secure event sponsors and talent for events as necessary
- Drive strategic event conversations that drive innovation in events