

BOWEN & CO

EVENTS

Event Manager: Job Description

Reports to: President, Vice President, and Event Director

Direct reports: Two Event Assistants
Bowen & Company Intern(s)

Bowen & Co. is seeking an Event Manager to join our team of creative, enthusiastic, and strategic event professionals. Founded over 15 years ago, Bowen & Co.'s clients include The James Beard Foundation, producing their annual Awards for culinary excellence, as well as a 20-city Taste America tour popping up tastings and dinners around the country. More projects include food festivals, nonprofit galas for prestigious arts and cultural organizations in Manhattan, media events, and a conference for incredible women explorers and scientists.

The Event Manager serves as a key client liaison and a member of the event production team on select nonprofit accounts, as well as collaborating with the broader team on larger, company-wide projects. Great opportunity for a candidate with 3-5 years of experience and an interest in all aspects of event production. Must be a strong project manager, personable, self-motivated, detail-oriented, and comfortable working in a fast-paced environment. Email resume and cover letter to: jobs@bowenandco.com. No phone calls please.

Responsibilities

- **Client Management:** Serve as a primary liaison, with oversight from a senior leader, in the management of day-to-day operations of select accounts and projects. Ideal candidate is comfortable managing a timeline of deadlines and deliverables; developing strategies for completing and/or delegating tasks to ensure an efficient workflow; communicating with clients, vendors and stakeholders; and offering creative ideas in service of the event excellence our clients have come to expect from all our team members.
- **Project Management:** Ideal candidate is skilled at identifying and managing priorities, meeting deadlines, time management, and forecasting during the planning process.
- **Production:** The Event Manager is also a producer, entrusted with managing key elements of an event onsite (examples include box office/guest registration/seating, auctions, speaking programs and talent coordination). In addition, the Event Manager's responsibilities may include:
 - Vendor management: manage outside project vendors specializing in graphic design, floral/event design, photography, AV and technical production, etc.
 - Event collateral development: draft and oversee development of collaterals including invitations, programs, signage and websites, in coordination with graphic designer
 - Timelines: develop and track project progress
 - Show Flows and Production Schedules: strategize the timeline and staffing on event day
 - Budgeting: develop and manage revenue and expense projections, receive and review contracts, track expenses and submit invoices to clients for payment, with support from direct reports

- List management: manage direct reports as they compile and update project mailing lists, and maintain and track RSVPs for events
- **Benefit Fundraising:** Experience or knowledge of benefit fundraising and nonprofit development is a plus. The Event Manager, with oversight from a senior leader, manages benefit fundraising solicitation campaigns, including benefits fulfillment, drafting solicitation materials, income tracking and reporting, donor and volunteer leadership relations, and charity auctions, as needed.
- **Technology:** Bowen & Co.'s clients increasingly utilize various software and platforms in the planning process. Examples include Squad-Up, Monday.com, GiveSmart, Kindful, and more. A willingness, aptitude, and interest in learning and working within new technologies is useful.
- **Meeting preparation:** schedule and prepare appropriate agendas and materials for client and new business meetings, as assigned.
- **Research:** whether with regards to a particular project or to keep up with industry trends, it is important for each Bowen & Company employee to be well informed.
- Be creative, enthusiastic and a team player.

Job Requirements

- Strong organizational skills and exceptional attention to detail
- Ability to be a good brand representative for Bowen & Company and our clients
- Excellent communication skills, verbal and written
- Strong computer skills including MS Office Suite (Word, Outlook, Excel and PowerPoint)
- Ability to handle multiple tasks in a fast-paced environment and meet deadlines
- Availability to work evenings and weekends, as needed (estimated 15-20 days annually with comp time extended), and some travel to events that take place across the country.

Competitive salary based on experience. This is a full-time salaried position with health benefits, PTO, and 401K available. Bowen & Co. currently works in-office three days a week and remotely two days a week. The office is located in Dobbs Ferry, NY in Westchester County.

Bowen & Co. encourages diverse candidates to apply. Bowen & Co. is an equal opportunity employer and does not discriminate on the basis of race, sex, nationality, religion, disability, sexual identity, sexual orientation, veteran's status, or any other protected classification.

For information about **Bowen & Co.**, please visit www.bowenandco.com.