



**POSITION:** Events Coordinator  
**REPORTS TO:** Events Manager  
**POSITION TYPE:** Full-Time Exempt

**ABOUT MANNA:**

MANNA is a nonprofit organization in Philadelphia providing nutrition services to improve health for people with critical illnesses who need nourishment to heal. By providing medically tailored meals and nutrition education, we empower people to improve their health and quality of life.

**POSITION SUMMARY:**

MANNA is seeking an Events Coordinator to join our Development Team. The team is responsible for philanthropic and event revenue generation. The position will focus on MANNA's special events, third-party events, and ongoing fundraising efforts.

**ESSENTIAL FUNCTIONS:**

- Work closely with Events Manager to implement all planning, logistics, and execution of MANNA's Signature Events:
  - The Main Course (Fall)
  - Pie in the Sky (Fall)
  - Guac Off (Spring/Summer)
- Lead on third-party events (events executed by outside organizations or donors). Tasks include:
  - Creating specific fundraising pages in Classy
  - Formulating language about MANNA and how third-party fundraisers can support
  - Develop new third party events (events put on by outside donors or organizations) to meet growing budget priorities
  - Assist with the development and scheduling of Young Friends programming & fundraising activities
- Oversee MANNA's Social Enterprises, including but not limited to:
  - Baked Goods
  - The MANNA Shop
  - Holiday Boxes & Fundraisers
- Work closely with other departments on non-fundraising events including:
  - Donor Appreciation (Winter)
  - Volunteer Appreciation Week (Spring)
  - Nourish Series (Spring)
- Develop additional virtual event opportunities to engage and grow MANNA's audience as needed.
- Process reports in connection with ticket sales, RSVPs, and donations.
- Conduct excellent customer service via phone and email communications.
- Miscellaneous activities as needed during event planning including on-site support.
- Other duties as assigned.



### **REQUIRED SKILLS & ABILITIES:**

- Excellent writing, editing, and verbal communication skills with proven public speaking experience.
- Robust organizational skills, but with an ability to practice flexibility with the nature of event work.
- Experience working with high-net-worth donors, Board of Directors, and/or other executive-level groups.
- Ability to keep the big picture in mind while having a strong eye for detail.
- Positive attitude and professional decorum.
- Knowledge of MS office required. Adobe Creative Suite, Salesforce, Canva, and WordPress preferred. Graphic design experience a plus.
- Ability to operate within fixed deadlines while balancing multiple priorities; and to manage projects independently or with minimal oversight.
- A desire to learn and grow in a fast-paced organization.
- Please note that teamwork is of the utmost importance at MANNA. Our clients always come first, and our employees are expected to work as a team to ensure meals are prepared and delivered.
- Valid driver's license.

### **EDUCATION & EXPERIENCE:**

- Bachelor's degree or equivalent experience
- 1-3 years in related field

MANNA does not offer work from home; position will entail travel in the Greater Philadelphia area and may include some nights and weekends. MANNA requires all employees and volunteers to provide proof of COVID-19 vaccination.

**SALARY:** \$42,000- \$45,000, commensurate with experience.

**BENEFITS:** Health insurance, FSA, Pre-tax Commuter Spending Account, Life insurance, Disability insurance, 401(k) plan with match, PTO up to 12 days in year one plus 5 sick days, 9 paid holidays plus one 'floating' holiday per year

**TO APPLY:** Send resume and cover letter to: Emily Pagán, Senior Human Resources Generalist at [epagan@mannapa.org](mailto:epagan@mannapa.org)

**\*\*Writing sample will be requested from candidates that move forward in the interview process\*\***