

Special Events Manager

Who We Are:

Water Mission® is a Christian Engineering Ministry focused on saving lives by providing sustainable access to safe water and sharing the good news of eternal salvation through Jesus Christ. As a Christian ministry we exist to honor God by loving Him, loving other people, and being intentional about sharing God's love for us through his Son Jesus. As an engineering organization we design, construct, and implement safe water, sanitation, and hygiene solutions for people in developing countries and disasters.

The ministry was founded in 2001 as a 501(c)3 public charity. Our commitment to our Core Values of Love, Excellence, and Integrity has positioned the ministry to be used by God to develop innovative engineering and community development systems, processes, procedures, and technologies that have provided safe water and the Gospel to over four million people in 55 countries. Currently, Water Mission is headquartered in Charleston, South Carolina where a staff of approximately 70 engineers and specialists in the areas of logistics, community development, Biblical stewardship, marketing and communications, donor care, finance/accounting, and information technology, support a global staff of approximately 350 engineers, technicians, community development specialists, and support personnel in country programs located in Africa, Asia, Latin America, and the Caribbean.

Charity Navigator has awarded Water Mission its top four-star rating 12 years in a row, a distinction shared by less than one percent of the charities rated by the organization. Since its inception, Water Mission has felt called to a two-part strategy. Part one is to implement best in class safe water projects to save people's lives. Part two is to be a resource to other global implementing organizations in order to achieve transformational scale in the rate at which people's lives are saved. For the last nine years, we have witnessed the Lord's blessing of this ministry that has positioned us to accomplish our strategy. Significant and sustained growth in the ministry is now requiring that we restructure our current organizational structure and recruit experienced and highly talented executive leaders. Learn more about Water Mission at watermission.org.

Position Summary:

The Special Events Manager will lead the event design of a wide range of events hosted by Water Mission, focused on encouraging, equipping, and celebrating volunteers, partners, and staff who are called to increased ministry participation. The Special Events Manager will develop, plan, and execute events by working cross-departmentally, handling a myriad of details from coordinating production and AV needs to provide speaker support and developing timelines and budgets. This role will support Water Mission's annual Strategic Partners event, the annual Country Director's Reception, the Volunteer Appreciation Dinner, as well as key donor and volunteer events across the country ranging from small events of 10-20 people to large events of 1,000 or more. In addition, he/she will identify and lead revenue generating special events (i.e. golf tournament, gala, and/or 5K run) in the Charleston, SC area.

Position Responsibilities:

- Maintain a strong Christian witness to colleagues, vendors, donors, charitable beneficiaries, and general public.
- Maintain a high-level knowledge of Water Mission's projects and activities which require funding and all practices that impact donors and volunteers.
- Develop a vision for and lead the planning and implementation of events throughout the year that recognize and steward key partnerships and relationships including donors, volunteers, and corporate partners.



- Work with Water Mission senior leadership on the development of the vision, goal, agenda, speaking points, PowerPoint presentations, and supporting materials for each event.
- Provide all administrative support for events including, but not limited to, initiating a communication/invitation/promotion strategy, receiving responses, planning for and printing in-house collateral material, and following up with guest feedback.
- Support the programmatic needs of events, including set up, tear down, accommodations, food and beverage, audio visual, security, resources, merchandise, insurance, and other logistics necessary for a successful event.
- Identify and lead volunteers in creating and implementing a fundraising event such as golf tournament, gala, or 5K Run.
- Work collaboratively with other Water Mission departments such as Marketing & Communications, International Programs, Investor Partnerships, IT, Accounting, and Executive Leadership to ensure events are run efficiently and effectively.
- Identify volunteer needs for each event, request, and supervise volunteers on the day-of the event.
- Develop and maintain a network of vendors to be used for catering, AV, and other logistical support; negotiate vendor and venue contracts.
- Conduct post-event evaluation and report findings to department head.
- Develop, monitor, and report on each event's budget.
- Ensure event complies with insurance, legal, safety and health obligations.

Qualifications Required:

- Personal and living relationship with Jesus Christ as Savior.
- Alignment with Water Mission's Statement of Faith and Core Values of Love, Excellence, and Integrity.
- Alignment with the principles of servant leadership as embraced by Water Mission.
- Bachelor's degree required.
- Previous event coordination experience required; and a minimum of three to five years of relevant event management experience.
- Proven organization skills with strong attention to detail.
- Ability to work in a fast-paced environment and quickly solve problems.
- Strong computer skills including proficiency in Microsoft Office software: Word, Excel, and PowerPoint.
- Thrives under pressure and has proven track record of meeting deadlines.
- Ability to work in a highly fluid environment and ability to respond to changing requests.
- Works effectively in collaboration with diverse groups of people.

Competencies:

Results Orientation

- Sets stretch goals.
- Strives to achieve goals.
- Develops standards against which to measure behavior and performance.

Relationship Building

- Develops rapport easily with a variety of people.
- Modifies communication style to fit the personality culture of others.

Concern for Quality

- Carefully prepares materials, approaches, and resources.
- Monitors accuracy and quality of other's work and takes action to correct mistakes.

Stress Management

- Remains calm under pressure.
- Expresses emotions in ways that relieve stress without damaging relationships and productivity.

Teamwork

- Fulfills commitments to other team members.
- Elicits feedback from internal and external customers to monitor their satisfaction.

Interested, qualified applicants should apply at: <https://watermission.org/careers/>