



Ohio River Foundation (ORF) is looking for a dynamic, creative professional to join our team part-time as an **Events Manager (EM)**.

ORF is a regional conservation non-profit located in Cincinnati, OH that protects and improves the water quality and ecology of the Ohio River watershed through environmental education, conservation and advocacy activities.

Position Summary: This position will be responsible for planning, organizing, implementing and managing events and relevant external communications activities for ORF. The EM must be comfortable setting up systems and juggling multiple projects, while creatively connecting the dots between events, guest engagement, and donor conversion. This is a key moment of growth for ORF. We are looking for someone ready for the exciting challenge of increasing ORF's visibility, community engagement, and helping grow revenue.

Responsibilities of the position include, but are not limited to:

Events Management:

- Identify, prepare, solicit, and submit inquiries, applications, proposals, and reports for corporate and foundation sponsorships. And, create/update sponsor documents.
- Work in partnership with ORF staff and board to engage, cultivate, and steward existing, new, and prospective sponsors.
- Organize and oversee all existing and new events (e.g., Cincinnati Coffee Festival, etc.).
- Lead event sponsor solicitations and acquisition efforts. Update sponsor documents.
- Develop and maintain a bank of 'one-pagers' for staff and board.
- Post events to community calendars and create publicity pieces.

Communications:

- Develop and implement marketing, outreach and communication plans and strategies to support event success, including press releases, news articles, emails, social media, letter templates, invitations, etc.
- Create, maintain, and edit event webpages that live on ORF and event websites and platforms and recommend upgrades and improvements.
- Produce and send all e-communications.
- Keep track of relevant communication metrics and other relevant statistics, and make recommendations for future improved communication.
- Manage communications interns and associates, as pertains to event activities.

- Maintain brand consistency across all relevant communications materials.
- Identify and pursue event media opportunities to elevate ORF's visibility and impact.
- Secure outside consultant contracts, as needed.

Minimum Qualifications, Knowledge, Skills and Abilities:

- Bachelor's degree in non-profit category, marketing or communications with a minimum of three (3) years non-profit experience, including demonstrated successful event management, leading teams, sponsor acquisition, and new event creation experience.
- Must possess excellent communication skills, and precise and compelling writing skills.
- Proficiency in Windows software is required; especially, Word, Excel, and PowerPoint.
- Proficiency in all G-suite products, Wordpress, CRM services (Network for Good, etc.).
- Experience with Canva preferred.
- HTML coding skills helpful but not necessary.
- Possess an interest and passion for ORF's mission.
- Experience with crowdfunding and peer-to-peer fundraising platforms is a plus.
- Experience in media relations, and working with volunteers and community partners.
- Must be deadline-oriented, able to prioritize multiple complex responsibilities while maintaining a high level of attention to detail and performance.
- Strong interpersonal skills are required, as well as experience working within a team.
- Demonstrate good judgment, tact, diplomacy, and ability to guard confidentiality.
- Ability to work independently, unsupervised, and can balance workloads.

Working Conditions:

- This job is primarily remote. Occasional site meetings require access to transportation.
- Must be available to work occasional evenings and weekends.
- The applicant may be exposed to outside weather conditions for events and ORF activities which may require their assistance. The Applicant must be able to lift/move/carry up to 25 pounds without assistance.

Compensation package: \$25/hr. 10-15hrs./week. More hours during the lead up to, and day(s) of, events. Mileage reimbursement. Combination with other roles at ORF can lead to future f/t employment.

To apply for this position: Send a cover letter and resume to orf@ohioriverfdn.org.

Applications will be reviewed as they are received, with the intent of filling the position as soon as possible with the best candidate.

Ohio River Foundation is an equal opportunity employer and does not and will not discriminate against any applicant or employee based on race, religion, color, sex, gender, national origin, age, disability, sexual orientation, gender identity or expression, pregnancy, genetic information, military or veteran status, and/or any other characteristic or protected status.