



Events Manager Job Description

Background: [Floridians Protecting Freedom](#) (FPF) is a statewide campaign of allied organizations and concerned citizens working together to protect Floridians' access to reproductive health care and defend the right to bodily autonomy. Our citizen-led ballot initiative, the "Amendment to Limit Government Interference with Abortion," seeks to pass a constitutional amendment that explicitly blocks the implementation of laws that prohibit, delay, or restrict abortion access.

Winning this historic fight will only be possible with the funding necessary to run a strong petition gathering and communications campaign. This campaign will largely exist in two distinct phases:

- Phase 1: Petition and Qualifying. From May to Dec. 2023, the campaign will focus on fundraising, building out the campaign infrastructure, and collecting the 1.25 million signatures necessary to qualify.
- Phase 2: Campaign and Voter Communication. From Jan. to Nov. 2024, the campaign will focus on fundraising, earned media, rolling out a robust paid media program, mobilizing voters, building a broad-based coalition, and securing 60% support at the polls

Key Responsibilities: FPF is looking for an Events Manager to help the effort to resource the multi-million dollar campaign by overseeing all fundraising events both in-person and virtual, both in state and nationally. The Events Manager will report to the Finance Director, and will also work closely with FPF's Finance Committee and fundraising consultants. The Events Manager will be responsible for the following:

- Develop and maintain event management systems, ensuring accuracy, timeliness, and confidentiality.
- Identify, secure, and coordinate with event hosts and host committees;
- Identify, secure, and coordinate with all necessary vendors including venues;
- Manage event invitations and RSVPs from start to finish in coordination with communications staff;
- Provide day of event coverage;
- Coordinate post-event follow ups and solicitations;
- Manage the campaign's budget for fundraising events;

- Work collaboratively with campaign staff and the Finance Committee to ensure appropriate leveraging of event volunteers, attendees and donor relationships;
- Maintain positive relationships with donors, providing excellent donor relations and stewardship;
- Monitor fundraising event trends and behaviors and provide strategic recommendations for donor cultivation and engagement; and
- Other tasks as assigned.

Qualifications:

- Bachelor's degree in Political Science, Public Affairs, Business Administration, or a related field / or equivalent experience
- Minimum of 3 years of experience coordinating fundraising events for political campaigns or non-profit organizations with proven track record of success
- Excellent communication and interpersonal skills, with the ability to build relationships and communicate effectively with donors, supporters, and staff at all levels
- Strong organizational and project management skills, with the ability to multitask and meet deadlines in a fast-paced, high-pressure environment
- Familiarity with fundraising software and tools, including ActBlue, donor databases, email marketing platforms, and event management software, including Every Action is a plus.
- Previous campaign finance experience is a plus.

Additional Considerations:

- FPF hopes to build a team that reflects the beautiful diversity of Florida. Black, Latinx Indigenous and People of Color encouraged to apply. Our team is committed to fighting discrimination on the basis of sexual orientation or gender identity.
- We encourage applicants with diverse occupational backgrounds and lived experiences to apply.
- We encourage applicants who meet most, but not necessarily all, of the requirements to still consider applying. We are a team willing to be creative and non-traditional, and we value a fiery passion for ensuring safe access to abortions above all else.

Compensation:

- Salary between \$5,000 and \$6,000 per month, based on experience.
- A health insurance stipend will be provided.
- A win bonus that is equal to one month's salary.
- Technology and travel stipends will be provided as needed.

Additional Requirements:

- This is a full-time position. The position is based in Florida and is remote, within the state.
- The Events Manager cannot work for or consult other campaigns/organizations.
- Must have personal transportation and be able to travel around Florida up to ten days a month as needed.
- Must be able to work on nights and weekends as needed.
- Must be able to hold this position through December 31st, 2024.

To Apply: Please submit to jobs@floridiansprotectingfreedom.com a description of your interest in this position, documentation of your qualifications and experience, and three professional references.

Floridians Protecting Freedom is an equal opportunity/affirmative action employer. All interested individuals, including people of color, women, LGBT persons, formerly incarcerated and people with disabilities are encouraged to apply.