



Event Manager Job Description

About Us

We work with non-profit organizations, providing event planning services and cutting edge technology to assist with their fundraising events. Our work supports those in need within our community. We are an innovative company who's been in business since 2005, and we are proud to call Minnesota our home. We enjoy a casual work environment and a collaborative, close-knit staff. We're motivated by big thoughts and bigger ambitions.

About the Position

- Guide client organizations through the event process – from signed contract through post-event debrief, including creating volunteer guides, timelines, participating in venue walk-throughs, and post-event summaries
- Be the primary contact and expert-on-call for your assigned client organizations, including training users on best practices of working within our systems
- Event-day onsite lead, directing both Auction Harmony colleagues and organization volunteers
- Full-time position with varied hours (some nights and weekends required; occasional travel).

And of course, other duties as assigned!

About You

Preferred qualifications:

- **Required:** Degree plus minimum 2 years full-time professional experience in non-profit fundraising, events or hospitality
- Ability to confidently maneuver in a dynamic workplace
- Flexibility and adaptability in your approach to work and client relations
- Nimble with technology; can learn and troubleshoot new systems
- Clear communicator and ability to think on your feet while remaining calm
- Friends and colleagues likely describe you as: professional, resourceful, flexible, enthusiastic, organized
- Able to meet the physical demands of the job, including standing for long periods of time at events and frequent bending and lifting

Compensation

Based on qualifications

Group health insurance available

Paid time off and earned comp time policy

Monthly cellphone stipend provided

Reports to Director of Events

How to apply

Submit resume and brief cover letter to be considered.

Email us at: jobs@auctionharmony.com with position title in subject line

No phone calls.