



EVENT MANAGER

JOB DESCRIPTION

FULL TIME POSITION, IN PERSON, DALLAS TX

Who We Are

[United to Learn](#) (U2L) is a Dallas-based education nonprofit with a stated mission of changing lives by transforming the relationship between schools and community. United to Learn is focused on accelerating student achievement across 50 Dallas ISD elementary schools, and growing purposeful leaders through partnerships with businesses, high schools, colleges, faith-based organizations, and engaged individuals and groups. Together we work to create a united, thriving community. Learn more about the organization [here](#).

The Role

United to Learn is seeking a talented and experienced Event Manager and Planner to join our organization and play a critical role in executing successful program and fundraising events and campaigns. In this role, you will be responsible for developing and executing event strategies, managing event logistics, and building relationships with stakeholders to support the goals of the organization.

Our values underpin everything we do. The Event Manager is expected to consistently demonstrate United to Learn's core values.

- **Optimistic:** We believe that with the right resources all children can achieve greatness
- **Nimble:** We respond flexibly and creatively through active listening
- **Culturally Competent:** We build a positive understanding of diverse perspectives
- **Collaborative:** We respectfully and empathetically work to learn from each other and build coalitions
- **Effective:** We use evidence-based practices for high-impact results

Reporting Structure

The Event Manager reports to the Chief Marketing Officer.

Essential Competencies

Functional Excellence

- Develop and execute comprehensive event plans and strategies, including conceptualizing themes, securing venues, and coordinating logistics
- Manage budgets, vendors, and other event resources to ensure successful and cost-effective events
- Build and maintain relationships with stakeholders, including donors, sponsors, volunteers, and community partners
- Collaborate with marketing and communications teams to develop and execute event marketing and promotion plans and materials
- Ensure seamless event execution, including coordinating volunteer and staff resources, managing event day operations, and overseeing event setup and breakdown
- Collect and analyze event data to continually improve event strategies and outcomes
- Provide leadership and guidance to event volunteers and staff, ensuring their successful engagement and contributions to event success
- Collaborate with development and fundraising teams to identify and cultivate new event sponsors, donors, and partners

Sector Knowledge

- Strong commitment to public education, student achievement, and the mission, vision, and values of U2L
- Knowledge of Dallas ISD goals, priorities, assessments, and personnel structure and U2L schools
- Knowledge of Dallas public education sector and collaborative organizations

Project Management

- Ability to nimbly adjust priorities and manage multiple tasks while working collaboratively with internal and external stakeholders
- Manage program budget

Communications

- Excellent written and oral communication
- Deliver well-organized, persuasive presentations and reports

- Use discretion while communicating sensitive information

Relationship Management

- Establish and maintain trusting relationships with defined key stakeholders
- Demonstrate effective interpersonal skills and build belonging internally and externally
- Develop new and deepen existing relationships to further U2L mission and vision

People Development

- Exemplify tone and culture of U2L, exhibiting professional, welcoming demeanor with all colleagues and volunteers
- Treat all with respect and provide timely and constructive feedback when needed

Technical Excellence

- Conduct data analysis and storytelling with data
- Analyze data collected through surveys, Google Forms and other methods
- Advanced knowledge in Google Suite and Microsoft Office

Ideal Candidate Qualifications

- Hold a bachelor's degree with 5+ years of experience in event planning and management.
- Mandatory valid driver's license and insurance, current background check and vaccine status required in compliance with Dallas ISD schools, and ability to lift up to 20 lbs
- Ability and willingness to lead and attend programming events as needed; including mornings, evenings, and/ or weekends

Compensation and Benefits

As a full-time employee, the Event Manager will receive:

- Competitive Salary plus insurance benefits including dental and vision plans
- Participation in employer contributed retirement plan through a Vanguard IRA Fund
- Generous holiday schedule including 6 Federal holidays plus an additional 20 holidays in accordance with Dallas ISD's administrative calendar during the academic school year, which reflects extended Thanksgiving, Winter Holiday and Spring Break paid time off
- Plus, 10 days of paid time off as requested throughout the year

To apply, email a cover letter and resume to careers@unitedtolearn.org.