

SENIOR EVENTS MANAGER

POSITION SUMMARY

The Senior Events Manager leads the development, planning, execution, and evaluation of a broad portfolio of high-impact philanthropic and institutional events at the Catalina Island Conservancy. These include the annual Conservancy Ball, donor stewardship events, campaign events, other donor engagements, salons, board meetings, and internal employee events that support the Conservancy's mission. Through these key Conservancy events, the Senior Events Manager is responsible for creating opportunities to raise over \$1 million in revenue annually through ticket sales, sponsorships, in-kind donations, auctions, and compelling live asks and donation moments in partnership with other Development team members.

This is a key role on the Development team that blends strategic planning, creative storytelling, sponsor engagement, and event execution in support of donor cultivation, fundraising, and stewardship goals. The ideal candidate is a confident project manager and relationship builder who thrives in a collaborative, mission-driven environment and energized by the logistics and challenge of executing events on Catalina Island.

LOCATION

Hybrid role based in our Long Beach, CA office, with occasional travel to Catalina Island and other locations.

KEY RESPONSIBILITIES

Event Strategy and Planning

- Develop and manage an annual calendar of fundraising, donor stewardship, and organizational events aligned with Conservancy goals.
- Create and execute event strategies, themes, and run-of-show plans, including scripting, invitation and advertising strategy, and guest experience.
- Lead end-to-end project management for all event elements, including production schedules, timelines, deliverables, and contingency planning.

Logistics & Execution

- Manage all logistics including venue selection, permitting, catering, transportation, vendor management, registration and check-in, seating, and AV coordination.
- Lead onsite event production and staff/volunteer supervision.

- Coordinate with internal departments and external partners to ensure timely and accurate delivery of materials and support.
- Maintain accurate attendee records and RSVP lists for events and prepare nametags, check in lists, and place cards as needed and record all information accurately in the donor database.
- Lead creation of all event promotional materials and registration websites in collaboration with Development and Communications staff.

Fundraising & Stewardship

- Collaborate with Development team to secure, track, and fulfill event sponsorships and in-kind donations.
- Integrate fundraising components into events (e.g. auctions, live asks, donor spotlights) in partnership with leadership.
- Ensure event attendees are accurately tracked and stewarded through the donor database, and that donor and sponsor benefits are fulfilled and acknowledged.

Budget & Reporting

- Create and manage event budgets, track revenue and expenses, and reconcile post-event financials.
- Conduct post-event evaluations, prepare reports on outcomes, and make data-driven recommendations for future events.

Cross-Functional Coordination

- Work closely with the Communications, Programs, and Executive Office teams on design, messaging, and alignment of events with the mission of the Conservancy.
- Provide strategic and logistical support for internal events including Board meetings, staff appreciation, and volunteer gatherings.
- Support a broad range of collaborative events with the Education, Recreation, Volunteer, Visitor Experience, External Affairs and Membership departments.

QUALIFICATIONS

Skills & Abilities

- Expert-level project management and event production skills.
- Proven ability to execute high-end donor events with exceptional attention to detail.
- Strong interpersonal and communication skills, including comfort working with high-level donors, guests, vendors, and board members.

- Creative eye for design and storytelling across formats and event types.
- Flexible and proactive problem solver – event planning on the Island presents a unique challenge in remote logistics.
- Familiarity with risk management, safety, and compliance in public event planning.
- Ability to effectively use facility related computer software and other tech for daily tasks and project management, as well as Microsoft Outlook and Microsoft Teams for communication.

Education & Experience

- Bachelor's degree in a related field or equivalent experience.
- Minimum of 7 years of nonprofit or corporate event planning, including 4+ years managing high-level fundraising events, including galas.
- CSEP, CMP or other event industry certification strongly preferred.
- Experience with Raiser's Edge NXT, Microsoft Office 365, Constant Contact, OneCause, or similar event planning software.
- Ability to travel by boat, helicopter, and off-road vehicles to and from Catalina Island, with overnight stays as required.

COMPENSATION & BENEFITS

Estimated Starting Salary Range:

\$85,000 - \$105,000, based on skills and experience.

We're proud to support the health and wellbeing of the people we employ. Our comprehensive benefits package includes a 403(b) retirement savings plan with a 3% employer contribution and a 5% match – fully vested after two years – as well as access to healthcare coverage, flexible spending accounts, paid time off, life and disability insurance, an employee assistance program, and professional development opportunities.

HOW TO APPLY

Please send a resume and cover letter to jobs@catalinaconservancy.org, listing the job title in the subject line.

EQUAL OPPORTUNITY COMMITMENT

Catalina Island Conservancy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, marital status, medical condition,



protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

OUR STORY

The mission of the Catalina Island Conservancy is to be an exemplary steward of Island resources through a balance of conservation, education, and recreation.

The Conservancy's vision is for a beautifully functioning Island ecosystem for all to enjoy. Just off the densely populated Southern California coast, Catalina Island is home to approximately 4,000 year-round residents and more than 60 endemic species of plants and animals found nowhere else on Earth.

The Catalina Island Conservancy protects 88 percent of Catalina Island's approximately 48,000 acres, including the region's longest publicly accessible undeveloped coastline.

The Conservancy is a research and conservation leader, protecting and restoring vulnerable habitats and species in its Mediterranean climate. Conservancy staff guides Island ecosystem recovery with the goal of generating a resilient, self-sustaining ecosystem with no endangered forms of life.

The Conservancy offers recreational experiences and educational programs for not only the 300,000 annual visitors who choose to visit the unique and special Conservancy "Wildlands Ecosystems" but also inspires the nearly 1.2 million visitors to other parts of the Island. Recreation, educational engagement, service opportunities, and partnerships connect the Island's unique resources to people's lives, inspiring environmental stewardship and action.

The Catalina Island Conservancy is a 501(c)(3) non-profit public charity established in 1972 to protect and restore Catalina Island for future generations to experience and enjoy.