Event Manager
National Multiple Sclerosis Society, National Capital Chapter
Washington, D.C.

The National Multiple Sclerosis Society is a collective of passionate individuals who want to do something about MS now – to move together toward a world free of multiple sclerosis. MS stops people from moving. We exist to make sure it doesn't.

The National Capital Chapter of the National MS Society, located in Washington, D.C., is seeking an Event Manager to work in our Fundraising & Development Department. Reporting to the Director of Development for Events, the individual in this role will be responsible for the planning and execution of signature events and the stewardship of event participants throughout the year. Individuals working in event management require a high level of energy, strong communication skills, an attention to detail, and the ability to set priorities and to manage multiple activities and tasks among all stakeholders, including staff, volunteers, donors, prospects, participants, and corporate partners.

Incumbent will possess:

- A Bachelor's Degree (preferred).
- Experience in event planning, preferably outdoor events with permit requirements.
- Demonstrated success in building relationships with community, local jurisdictions, and volunteers.
- Experience working with a non-profit organization, association or agency is a plus.
- Experience cultivating event participants or volunteers
- Proven abilities in multi-tasking, dealing with ambiguity, and problem-solving.
- Demonstrated abilities in creativity, interpersonal savvy, public speaking, and writing.
- An attention to detail, the ability to generate enthusiasm and to influence others.
- Proficiency in office software systems and database management – Microsoft Office suite, word and desk-top publishing.
- Flexibility in scheduling to attend meetings, programs, and events in the evenings and on weekends.
- Ability to travel throughout the Chapter's territory
- Five years of experience (preferred).

The National MS Society, National Capital Chapter offers a competitive salary and benefits package. To apply please visit
https://www1.apply2jobs.com/NMSS/ProfExt/index.cfm?fuseaction=mExternal.showJob&RID=312&CurrentPage=1

The National Multiple Sclerosis Society is an equal opportunity employer and is committed to recruiting a diverse pool of candidates. EOE/M/F/D/V.

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