



The Autism Science Foundation (ASF) seeks an **Events Manager** to join our growing team. ASF is a nonprofit organization dedicated to supporting people with autism and their families by funding scientific research aimed at finding the causes of autism and developing better treatments.

The Events Manager will produce large and small events that raise funds and promote awareness of the needs of people with autism. The ideal candidate should have experience in event production and be excited to work as part of a growing events team.

### **Roles and Responsibilities -**

- Manage and produce at least two large scale annual fundraising events
  - Manage planning committees, meetings and meeting minutes
  - Research and secure event venues
  - Manage vendor relationships, budgets and contracts for each event
  - Work alongside our PR team to plan and implement a communication and public relations strategy to promote each event
  - Manage speakers at the events, including speaker communication and presentations if applicable
  - Manage event tickets and/or registration lists
  - Manage creative assets needed for each event
  - Manage sponsors including creating sponsorship packages, securing sponsors and managing sponsor relationships
  - Manage attendee communication pre-event and post-event
  - Manage virtual components of all events including live streaming
  - Create run of show and write scripts for events
  - Create event guides for each event
  - Manage post-mortem meetings

### **Qualifications -**

- B.A. or B.S degree at minimum
- 2-5 years experience in event planning, communications, or public relations
- Understanding of non-profit organizations and fundraising laws (non-profit experience a plus)
- Excellent time management and organizational skills
- Creative problem solver
- Independent worker
- Detail oriented
- Excellent communication skills
- Comfortable working under tight deadlines

ASF offers a flexible work environment with competitive salary and benefits. Send resume and cover letter to [contactus@autismsciencefoundation.org](mailto:contactus@autismsciencefoundation.org)