

**Reports to:** Program Director

**Compensation:** Salaried \$46,000 - \$48,000 plus benefits\*

**Hours:** Full-Time Exempt (40-45 hours/wk); some work from home options available; some nights and weekends required; \*benefits include paid vacation, sick leave, holidays, and spiritual day; employer partially paid medical, dental, vision, and life insurance benefits.

**Description:**

Single Parent Provision (SPP) is seeking a mission driven professional eager to join the work God is doing through SPP to reach, serve, and champion single parent families throughout central Iowa. The primary priorities of the Event Manager are to ensure the heart of the events we do are upheld and achieved both in the final outcome and the journey along the way and to ensure excellence of the highest quality is brought to each of them. The qualified candidate will be a highly detailed experienced professional passionate about our mission, living for Christ, and furthering His Kingdom and charged with executing the responsibilities as described below.

**Responsibilities & Expectations:**

- Plan, prepare, and execute with excellence Single Parent Provision events ensuring the heart of each (the why and purpose behind them) is upheld and achieved.
- Understand all aspects and intricacies of key SPP events including but not limited to: Single Moms Christmas dinner (4,000 participants), Family Gift Market (1,500 participants), Single Dads Day (250 participants), Spring Banquet (600 participants).
- Communicate the timing and initiate beginning appropriate tasks and responsibilities – both those done specifically by the Event Manager and those done by other staff and volunteers. It is the responsibility of the Event Manager to ensure all aspects of the events are being done in the needed timeframes and to continuously look for opportunities to do things as far in advance as possible.
- Secure volunteers for appropriate committees. Nurture relationships with, give direction to, and train and equip all members to effectively lead their respective areas with excellence.
- Secure all needed volunteers to successfully execute events.
- Work closely with Program Director to maintain, update, and establish needed event manuals, calendars, processes, and procedures.
- Adhere to approved budgets working to reduce costs whenever possible and heavily utilizing existing resources and in-kind donations; identify resources needed and work with staff team and volunteers to secure them.
- Manage participant and volunteer data and registrations.
- Maintain organization of event supplies, documents, and data.
- Be expectant of opportunities to connect single parents further into the SPP community and take action to do so.
- Maintain ongoing heart posture of meeting single parents where they are and identifying ways we can best serve them within SPP and help them grow both in faith and circumstance.

**Qualifications & Skills:**

- A mature Christ-follower committed to and active in living out a growing relationship with Jesus
- Commitment to reflect in the best possible light: single parent families; Single Parent Provision; its staff and volunteers; and its mission, vision, and values
- Minimum three years of experience planning large scale events
- Highly detailed with strong time management, organizational, and prioritization skills
- Ability to take and give direction well
- Ability to anticipate potential issues before they arise and create solutions to avoid them
- Ability to work well under pressure and quick-paced environments
- Ability to lead teams to achieve a common purpose



- Demonstrate professionalism and cultivate relationships with various people groups
- Strong communication skills both written and verbal
- Possesses a teachable heart willing to learn, be coached, and stay flexible
- Self-starter able to work independently with limited direction and collaboratively within a team
- Must be in agreement with, sign, and abide by SPP's statement of faith

**To Apply:**

Qualified applicants are encouraged to apply as soon as possible and should send 1) letter or email of interest including a description of their faith and 2) resume to

[employment@singleparentprovision.org](mailto:employment@singleparentprovision.org). References (including one pastoral reference) will be requested from those interviewed. Hire contingent upon cleared background check and completed confidentiality agreement.