



Now Seeking Applications For  
**Events Manager**

**Brief:**

The Events Manager will oversee the Foundation's policy and donor-related events. This will include all aspects of the events from start-to-finish, including invitation content and distribution, mailing lists, coordinating event presenters and travel, on-site coordination, and follow-up. Donor events will be designed to promote immediate or future financial contributions made to the Foundation. Donor events might include breakfast gatherings, receptions, regional committee meetings, conference calls, and fundraising events. Policy events will be designed to educate legislative members and their staff on the Foundation's research and recommendations, and/or present outside national or state policy experts. Policy events will include our annual policy orientation, policy primers, in-office luncheons, and similar gatherings.

**Responsibilities:**

- Keep events calendar
- Create lists of event recipients
- Provide invitation content (and graphic support if able)
- Work with policy analysts to secure speakers, make travel arrangements, prepare hand-outs, etc.
- Distribute hard-copy and/or electronic invitations as needed
- Provide copy for website alerts of events
- Keep registration lists
- Research those on registration lists as needed
- Contact with and prepare facility for events
- Handle all on-site logistics
- Secure volunteers as needed to work events
- Interact with donors who might host an event
- Create and prepare all materials needed in conjunction with the events
- Follow-up with attendees after the events as needed
- Provide written summary of event results for future planning purposes and current promotional needs

**Qualifications:**

- Bachelor's degree or comparable work experience
- Strong organization skills
- Fundraising experience desirable but not necessary
- Strong writing skills
- Experience working with databases and spreadsheets

- Demonstrated ability to plan and coordinate events
- Familiarity with Texas policy environment suggested but not necessary
- Demonstrated ability to work effectively in a small, professional workplace
- Demonstrated support of free market principles
- Ability to articulately advocate Foundation's vision and mission
- Ability to work late hours and weekends as necessary
- Ability to travel as necessary: events will be held state-wide

Please send resume, references, writing samples and salary requirement to:

Director of Operations  
900 Congress Ave., Ste. 400  
Austin, TX 78701