

Job Posting: Community Engagement and Events Manager

For nearly 70 years, Vivalon has provided essential services for older adults living in Marin County, helping them thrive through the power of human connection. We offer a comprehensive, integrated program of healthy aging services including home delivered meals, Lifelong Learning and Healthy Aging classes and workshops, specialized transportation for older adults and people with disabilities, special events, and so much more. In 2023, we will open our [Healthy Aging Campus](#), combining wraparound healthcare services and vibrant programs with affordable housing for older adults. We advance independence, health, and quality of life for older adults and people with disabilities.

Reporting to the Chief Philanthropy & Marketing Officer, this role will be an external facing ambassador for Vivalon with responsibility for business development, community partnerships, special promotions & campaigns, and events. Event responsibilities will include concept development, planning, budgeting, communications and implementation. Key events in the coming year including our Gala in May, our 70th Anniversary and the grand opening of our Healthy Aging Center.

Qualifications

- 3 years' experience in community engagement and events.
- Experience in peer to peer fundraising.
- Experience securing corporate sponsorship.
- Skilled at public speaking and giving presentations.
- Strong skills in planning, organization and prioritization including the ability to manage multiple goals, projects and deadlines.
- Good financial acumen.
- Skilled at building relationships, with expertise in sales or customer service.
- Excellent written communication skills for preparation of sponsor packets, proposals, solicitation letters, and more.
- Excellent Microsoft Office skills, CRM experience and ability to learn new computer applications rapidly.
- Bachelor's degree is preferred.

In 2022, Vivalon was voted best senior services by the Pacific Sun, best social organization by the Marin IJ and a best place to work by the North Bay Business Journal for the seventh time.