
BRIDGE II SPORTS

"Find The Player Within"

Vision: By creating opportunities Bridge II Sports develops a culture of empowerment that fosters respect for all abilities and has a life changing impact on all humanity.

Mission: Bridge II Sports educates, develops, and implements opportunities for youth and adults with physical disabilities to play individual, team and recreational sports, finding the player within.

Values and Belief: Bridge II Sports recognizes the value and potential of all lives. Disability does not define people or outcomes.

Five Operating Principles:

- 1) Everyone belongs.
- 2) As experts, we create safety for those at risk who try.
- 3) There is a sport for everyone. We provide the space to enjoy the journey of discovery.
- 4) Each person is an individual, each disability is different. We respect those difference & work w/ each person as an individual
- 5) We develop people. Sport is a tool to build: confidence, self-control, independence, expectation of ability

JOB TITLE: Events Manager	DEPARTMENT: Events
PAY GRADE:	STATUS: Full-time/Exempt Salary
REPORTS TO: CEO	DATE/REVISION DATE: October 2021

JOB SUMMARY

Under the direction of the CEO, the individual will be responsible for the implementation and execution of major activities and events as they relate to Valor Games SE, Paddle! Lake Crabtree, The Youth Wheelchair Basketball tournament, and an annual fundraising event. The Event Manager also assists with other small tournaments and competitions as requested. The Event Manager will ensure events are successful and meet the needs of participants while staying within the guidelines and budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Execute and manage events, including all logistics, coach and referee recruitment, athlete, and volunteer management, while adhering to strict budget guidelines. Additionally, supervision of the marketing plans, events assistant, and events intern. If there is a committee for the event, the Event Manager will meet with them regularly to check on progress and help facilitate communication.

Sets, communicates, and maintains timelines and priorities as related to the event activities.

Anticipates project needs, discerns priorities, and meets deadlines with little to no supervision.

Manages the day-to-day relationships and activities with external vendors and event partners. Builds strong relationships with key stakeholders and volunteers.

Provides support in areas of volunteer recruitment, event logistics, sponsorship solicitation and evaluation of the events. Provides expertise in event policies and procedures. Trouble shoots and resolves issues related to the successful execution of each event.

Negotiates agreements and contracts with vendors and sponsors to ensure lowest cost and highest quality of service. Goes on site visits, places food and beverage order, manages the ordering of event supplies and equipment, and works closely and directly with volunteers for successful event execution.

Works with Marketing Manager on creating the event environment (signage, branding, sponsorship recognition, etc.) Works with the Marketing Manager to ensure proper marketing and public relations of each event. Works with Marketing Manager on social media development.

Utilizes BIIS CRM system for athlete and volunteer registration, communication, and event reporting. May use additional systems for volunteer registrations.

Works with CFO to determine fiscal requirements and manages event budgets including the collection of receipts and documents.

Provide post event analysis, budget recaps, internal and client feedback with final written synopsis for future event planning.

Always maintain a professional and neat office environment reflective of our commitment to good stewardship of the donor's dollar.

Acts as one of the Bridge II Sports administrators to our Cisco WebEx Meetings, Teams and Events platform. Provides training opportunities for Staff to use this system more effectively and efficiently.

Perform other duties as assigned to provide general assistance to support the mission of Bridge II Sports.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

Bachelor's Degree with at least five years of experience in administrative management, event planning or special events or significant experience with proven results is required.

Certificates and Licenses:

None required

Knowledge, Skills, Abilities:

Possess excellent communication skills, including writing, proof reading and speaking. Manage multiple projects and work assignments from a variety of staff and volunteers. Display exceptional interpersonal

skills both in person and by phone. Have a high level of professionalism. Able to accomplish projects with little supervision. Demonstrate fantastic customer service. Proficient using the latest versions of Microsoft Office.

WORK ENVIRONMENT / PHYSICAL DEMANDS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job: office environment; moderate noise level.

Travel:

Occasional travel is required.

Equipment Operation:

Regularly uses computer and other standard office equipment.

Physical Demands:

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job.

	Constantly (5-8 hrs. / shift)	Frequently (2-5 hrs./ shift)	Occasionally (Up to 2 hrs. / shift)	Rarely (not a regular part of job)
Standing	X			
Walking	X			
Sitting	X			
Lifting 10 lbs.		X		
Carrying		X		
Pushing/Pulling			X	
Climbing				X
Balancing				X
Kneeling/Crouching		X		
Crawling				X
Reaching/Handing			X	
Grasping/Feeling			X	
Talking	X			
Hearing	X			
Repetitive Motions, e.g. typing	X			
Eye/Hand Coordination		X		
Close vision		X		

Enter name and date below to confirm review of job description content.

Employee Name: _____
Name/Signature Date

Supervisor/Manager Name: _____
Name/Signature Date

