



# REPRODUCTIVE EQUITY NOW

## Job Posting: Events Manager

Reproductive Equity Now (REN) seeks a full-time (40 hours per week) Events Manager to plan, organize, and execute fundraising and programmatic events for our rapidly growing organization. This position is ideal for someone with a passion for reproductive equity, excellent organizational skills, experience in event planning, creativity, and a drive to learn and grow professionally. Reporting to the Director of Development, the Event Manager will help expand Reproductive Equity Now's footprint throughout New England and ensure the organization has a diverse and robust donor support and volunteer power base.

Based in Massachusetts, Connecticut, and New Hampshire, Reproductive Equity Now works to make equitable access to the full spectrum of reproductive health care a reality for all people regardless of their race, ethnicity, income, zip code, gender, age, immigration status, ability, sexual orientation, or religion. Advancing reproductive justice and eliminating barriers to safe, legal abortion care are central to our mission and means using an intersectional lens to fight for access to reproductive health care.

### Responsibilities

- Support the Development and Program teams to plan and manage all in-person and virtual event logistics from start to finish, including rallies, organizing events, educational programs, and fundraising events
- Develop and manage project plans and coordinate logistics related to virtual and in-person events and programs including, booking space, coordinating programs, outreach, staff and volunteers, preparing and gathering materials, ordering food, etc.
- Oversee the event calendar for the entire organization
- Work with vendors, suppliers, and contractors to secure services and ensure timely delivery of materials and equipment for events
- Provide support during events, including setup, registration, name tags, attendee assistance, and coordination of event activities and volunteers
- Assists with preparing event and program budgets and provides periodic progress reports
- Serve as project lead for all fundraising event communications (snail mail, social media, and email), working with the Director of Development and Communications Director to establish a project plan for all event communication
- Maintain the event databases, including tracking sign-ups, vetting attendees, and updating the database (EveryAction)
- Prepare briefing documents and meeting materials
- Perform other duties as needed to advance the mission of the organization

### Education, Skills, and Experience

- Committed to protecting and advancing reproductive equity and healthcare access

- Previous event planning or similar experience preferred
- Excellent time and project management skills
- Ability to coordinate all aspects of an event or program, including logistics, people, materials, and communications
- Demonstrated ability to stay on top of multiple projects and areas of responsibility, keep yourself and others organized, and prioritize tasks effectively
- Strong written, oral, and interpersonal communication skills
- Strong problem-solving ability
- Ability to accomplish projects and meet deadlines
- Strong customer service ethic and high expectations for quality
- Ability to prepare clear, concise, and comprehensive project plans
- Comfort with numbers, spreadsheets, budgets, and databases, and knowledge about how to analyze and present this information to others
- Willingness to work occasional evenings and weekend events throughout the New England region. Must have access to a car
- Proficiency with GSuite and EveryAction a plus

## **Location**

Reproductive Equity Now offers a hybrid work policy. Some activities and events may require additional time in the physical (Boston) office and other in-person commitments across the region. Candidates must reside in Massachusetts, New Hampshire, or Connecticut.

## **Salary and Benefits**

The Event Manager is a full-time, 40-hour per week, exempt position. The salary is \$60,000 with a generous benefits package, including health and dental insurance and a retirement account with employer match.

## **To Apply**

Please send a cover letter and resume to [jobs@reproequitynow.org](mailto:jobs@reproequitynow.org). Resumes will be reviewed on a rolling basis until the position is filled.

Please specify the name of the position you are applying for in the subject line of your email.