

# LADY GARDEN

## Event Manager - Job Description

### Job Title:

Event Manager of The Lady Garden Foundation

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The Lady Garden Foundation is a national charity, founded in 2014, which aims to raise funds and improve awareness of the 5 gynaecological cancers (Ovarian, Cervical, Womb (Uterine), Vulval and Vaginal).

### Job Summary:

The position of Event Manager is a central role within the Foundation, not only driving the Foundation forward in both fundraising and awareness but keeping the cogs turning in all aspects from administrative detail to event organisation.

This role is unique, from the breadth of responsibilities to the ownership it allows for an individual.

### Responsibilities and Duties:

- Leading development, delivery and execution of the LGF events programme, consisting of already established major donor events and a focus on improving the range of events for a wide general audience that maximises fundraising and drives supporter engagement.
- Develop and maintain strong relationships with event co-founders, committee members, stakeholders and high net worth individuals to maximise income and secure continued committed support.
- To closely work with the relevant events production agency to ensure the smooth running of events e.g. ensuring dietaries are collected, managing event budget inline with sponsorship.
- Responsible for all major donor relationship management.
- Responsible for day-to-day internal fundraising tasks, ensuring gift aid claims are up to date etc...
- Aiding co-founders and committee members with event sponsorship bids and presentations.
- Main LGF contact for event sponsors, includes ensuring contractual agreements are met, generally keeping them informed and happy with the partnership.
- PR- oversee the activities of our pro bono PR team from an events perspective.
- Lead, coach and work closely with the Events and Fundraising Executive to enable them to take on responsibilities for smaller events and manage tasks within the events.
- General Event Management - Overseeing the organisation of the event, managing invites and RSVP's, ticket payments where necessary, event sponsors

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- Database management (Donorfy)
- Awareness of key health issues and updates in the gynae arena
- Awareness of activity from other charities within the sector

## **Experience, Qualifications and Skills:**

- At least 2 years of events management experience with a charity or fundraising organisation.
- Incredibly organised
- Ability to work in a very fast paced environment
- Confident and outgoing
- Ability to manage multiple activities at one time including direction from multiple individuals
- A passion for the cause of the Foundation
- Microsoft Office- Competent
- A good understanding of the charity landscape including Fundraising Regulations
- Effective diary management including your own
- An understanding of women's health issues and the gynae landscape including the 5 cancers, periods, menopause and reproductive rights.
- Xero accounting software- not essential but helpful
- Donorfy database software - not essential but helpful

**Salary:** Competitive in line with experience (please enquire)

*Hours:* 9am-6pm, Monday-Friday

*Location:* Fitzrovia, London

*Environment:* The Lady Garden Foundation's office is based within a communications agency- a lively and animated working environment.

**How to apply** - Send your cover letter and CV via email to [mia@ladygardenfoundation.com](mailto:mia@ladygardenfoundation.com)

Please include:

- What interested you about working for the Lady Garden Foundation?
- What you can bring to the role and our team?