



BOARD OF DIRECTORS OPEN POSITION

Events Director

Posted: June 8, 2018
Position: Events Director
Position Type: Board (unpaid)
Primary Domain: Events
Responsible to: President

MISSION OF SBYPC

It is the mission of SBYPC to foster personal and business relationships, increase philanthropic awareness, and promote business literacy amongst our members to ensure that our community continues to thrive.

POSITION DETAILS

SBYPC is recruiting an Events Director who is committed to our mission to serve on our Board of Directors for a two-year term. Serving on the SBYPC's Board of Directors is an opportunity for individuals who are passionate about building the capacity of an established nonprofit to empower the next generation of leaders in Santa Barbara.

The Board of Directors is comprised of leaders dedicated to SBYPC's vision who act as our advocates and ambassadors, and are fully engaged in identifying and securing the resources and partnerships necessary for the organization to scale its impact in the coming years. They make personal contributions of time, connections and expertise.

The Events Director is responsible for *all aspects* of the management and coordination of Monthly Business Casual Mixers, Summer Soirée, Holiday Gala Benefit and any other special events approved by the Board. Following each event, the Events Director is responsible for preparing a report for each event setting forth its date, location, number of members in attendance, number of nonmembers in attendance and funds collected. The Events Director also delivers a report at each regularly scheduled meeting of the Board regarding the next upcoming event.

APPROXIMATE HOURS PER MONTH: *8-12 hours per month*

- 2-4 hours/month on event management and execution;
- 2-4 hours/month for event management meetings, planning, documentation, research. Can be more during peak times such as prior to special events like the Summer Soirée or Holiday Gala Benefit;
- 2 hours/month to attend Board of Directors meetings;
- 2 hours/month to attend Business Casual Mixers.

BOARD MEMBER RESPONSIBILITIES

- Attend monthly Board meetings and monthly Business Casual Mixers (usually held on the second Wednesday of each month);

- Work with other Board members to provide strategic oversight and guidance to the organization and utilize talents to support and grow SBYPC's vision;
- Act as an Ambassador for SBYPC to members, partners, sponsors and other stakeholders and represent the organization at SBYPC events;
- Assist the SBYPC President with recruitment of additional Board members and advisors to strengthen and grow the organization;
- Inform others about SBYPC and actively reach out to personal contacts and networks;
- Learn SBYPC's articles of incorporation, bylaws, and policies for effective oversight and fulfillment of fiduciary responsibilities;
- Make an annual Give-Get commitment that is personally significant, (suggested commitment at least \$250 and typically goes toward the American Heart Association's Heart Walk in the summer, or the SBYPC Holiday Gala Benefit held each December).

BOARD TERMS

SBYPC's Events Director will serve an interim term through December 31, 2018 and be eligible for re-appointment in additional two-year terms. Board meetings will be held monthly, on the last Wednesday of the month. Service on SBYPC's Board of Directors is without remuneration.

QUALIFICATIONS

- Commitment to the core values, purpose, and vision of SBYPC and a demonstrated passion for bettering our Santa Barbara Community;
- Excellent leadership skills, including the ability to motivate and engage others;
- Detail-oriented with excellent interpersonal, communication (oral and written) and organizational skills;
- Ability to be present at Monthly Business Casual Mixers, typically held the second Wednesday of every month;
- Experience setting goals and objectives, prioritizing and structuring action plans and work activities;
- Self-starter with skill to work well under pressure, manage multiple project simultaneously and meet deadlines;
- Flexible, adaptive work style and aptitude to thrive in an entrepreneurial environment;
- Experience with managing and planning events preferred.

HOW TO APPLY

Interested candidates may apply online, or send a cover letter and resume to board@sbypc.org, including "Events Director Board Position" in the subject line. We are actively recruiting for this position and encourage you to apply immediately. We will be accepting applications on a rolling basis.