



Championing a dynamic community that celebrates all of us

DIVERSITY RICHMOND

Formerly the Richmond Gay
Community Foundation and the Gay
Community Center of Richmond

804-622-4646
1407 Sherwood Avenue
Richmond, VA 23220
DiversityRichmond.org

Position: Events Manager (Full-Time)
Reports to: Executive Director
Location: Diversity Richmond
Richmond, Virginia

ORGANIZATION

Diversity Richmond is a nonprofit organization serving the LGBTQ+ community of Greater Richmond since 1999. Our mission is to be a catalyst, a voice, a place and a resource that enriches and champions our diverse community. We serve as a community hub connecting with people and partners through programs, advocacy and safe space to make Greater Richmond more welcoming and inclusive. Our programs help people in crisis, lift up diverse voices and give back through grantmaking. We produce the annual Pridefest that brings thousands of people together and we operate the only non-profit LGBTQ+ art gallery in the south. Our facility and event space is used for recovery groups, community meetings, parties and community celebrations. Our work is supported by the community through Diversity Thrift, Richmond's favorite thrift store.

JOB SUMMARY

Diversity Richmond is seeking a full-time Events Manager to join the Center Staff team. The Events Manager will be responsible for the overall management and supervision of the event hall operations and rental spaces. The position will be part of the Center Staff team that works to provide events that advance the organization's mission. This position will be responsible for providing supervision to the Events Coordinator. This position is ideal for an events professional who enjoys on-site event support with experience using sales and marketing techniques to expand the current event hall offerings. The professional is comfortable with and ready to positively impact the LGBTQ+ community of Greater Richmond.

This position reports to the Executive Director and works in partnership with staff, stakeholders, community partners, and clients of diverse backgrounds. This position calls for a professional who is creative, innovative, and collaborative and able to revise and develop processes and policies to effectively manage the event hall rental process and operations.

PRIMARY RESPONSIBILITIES

- Monitor and revise event hall rental procedures, hospitality inventory and rental space supplies
- Provide primary oversight of events calendar, rental contract process and financial procedures
- Oversee rental inquiry process from initial contact to event execution
- Collaborate with the Events Coordinator to provide coverage for on-site events
- Maintain overall knowledge of events calendar, rental policies and staffing needs
- Provide on-site event support for scheduled events in light of staffing needs
- Manage one full time staff person and temporary event staff
- Co-develop event hall budget with Executive Director

- Monitor event hall revenue and expenses
- Revise and develop policies and procedures for effective management of event hall operations
- Conduct short- and long-term planning for hosted events, partnered events and space rental
- Create and manage effective marketing plans for generating revenue
- Evaluates each piece of event business to ensure operations run smoothly
- Administers all phases of the event department, including but not limited to on-site event support, calendar planning, marketing, space maintenance, and administrative procedures
- Coaches and supervises Events Coordinator and temporary event staff with respect, dignity and professionalism

QUALIFICATIONS & EXPERIENCE

- Previous experience as an event manager
- Skilled in project management
- Strong organizational and planning skills to coordinate the actions of multiple parties
- Outstanding communication and negotiation ability
- Ability to analyze problems and determine workable solutions.
- Service-oriented style with professional presentation skills
- A team player with leadership skills
- Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability, sexual orientation, gender identity, and ethnic backgrounds
- Ability to manage budgets and improve the bottom line
- Clear concise written and verbal communication skills
- High School diploma or GED required plus 3 years of relevant experience. Bachelor's Degree in business management preferred.

LOCATION & SCHEDULE

- Diversity Richmond is a hybrid work organization. Center Staff are in the office a majority of the time with some remote work.
- This is a full-time, salaried position, that offers semi-flexible scheduling with some remote work.
- Ability to maintain a flexible schedule including evenings/weekends is required.
- Some travel and expectation to work extended hours and maintain availability when away from the office as needed

COMPENSATION

- Full time, exempt, 40 hours per week
- Salary Range: \$50,000 to \$55,000
- Medical, dental, and vision benefits available
- Paid time off and holidays
- Annual professional development opportunities

HOW TO APPLY

Qualified candidates can apply for this position by submitting a resume, cover letter, and salary expectations by email to jobs@diversityrichmond.org. Please include the name of the position you are applying for in the email subject line. No phone calls, please.

This job profile in no way states or implies that these are the only duties to be performed by the job holder. The holder of this position will be required to follow any other instructions or perform other duties

as requested by their supervisor. This is not meant to be an exhaustive list of job duties. Essential elements may change if and when necessary.

It is the policy of Diversity Richmond to provide equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, age, national origin, height, weight, marital status, sexual orientation, gender identity/expression, HIV/AIDS status, political affiliation, veteran status, familial status, disability status, or a Vietnam-era or special disabled veteran, or other legally protected status in accordance with state or federal law. The policy applies to recruitment, hiring, training, promotion, transfer, compensation, benefits, and all other aspects of employment.

At Diversity Richmond we believe that diversity is a strength and that services for LGBTQ+ people need to be relevant and responsive to the needs of those most marginalized in our communities. Therefore, we strongly encourage applications from people with marginalized identities. Diversity Richmond conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third-party administrator to conduct background checks