



# Director of Events

## Full-Time Job Opportunity in Fort Worth, Texas

Arise Africa is a Christian nonprofit ministry serving children in Zambia. We are looking for a new teammate to work full time alongside us as the Director of Events in Fort Worth. The ideal candidate will be an outgoing relationship-builder who is responsible for all fundraising and donor relations events. These include - but are not limited to - an annual fundraiser (in Dallas) for 300+ people, smaller fundraisers in Fort Worth and other cities in Texas, private dinners, and family events. We are looking for a creative self-starter with remarkable attention to detail, the ability to envision and execute tasks at a high level, and a high capacity to manage concurrent projects. We are a small team and work together closely on all projects. Approximately 70% of the candidate's tasks will be directly related to events. However, the candidate will be expected to contribute to all other areas of the ministry as needed. This includes general administrative work, operational support, organizing donations, packing suitcases and other physical labor, and more. All Arise Africa staff are expected to willingly and joyfully complete any task required to further the mission of the organization and be a blessing to other teammates. This position has a salary range of \$55,000-\$70,000 depending on experience.

### Primary Duties and Responsibilities

- Plan and execute fundraising events
- Manage all vendors for events
- Manage staff and volunteer needs for events
- Execute all administrative tasks associated with events
- Negotiate contracts effectively
- Work cross-functionally with other teams

### Other Duties and Responsibilities

- Perform various administrative tasks as needed
- Be able to learn the donor database
- Keep current inventory for events and order supplies as needed

- Assist with general office management as needed

## Qualifications

- Bachelor's degree required
- 3-5 years of event planning experience with strong references
- Exceptional organizational skills
- Fluency in Microsoft Office and Google suite
- Ability to work in a fast-paced environment
- Team player with excellent interpersonal skills

## Key Competencies

- Ability to execute and manage vendor contracts
- Ability to manage concurrent projects
- Ability to follow through on details
- Ability to communicate thoroughly and effectively
- Ability to work occasional nights and weekends as events dictate
- Ability to perform manual labor associated with events and office organization
- Ability to work in a Christian environment

Please send a current resume and references to Mary Claire Hall  
[maryclaire@ariseafrica.org](mailto:maryclaire@ariseafrica.org)