Third Party Event Manager

JOB DESCRIPTION:
Tigerlily Foundation's Third Party Event Manager will be responsible for coordinating all third party events. This position requires strong organizational, coordination and communications skills. Event planning experience preferred. This is a volunteer position.

RESPONSIBILITIES:

- This individual will oversee Tigerlily Foundation (Tigerlily) third party events.
- Work with supporters desiring to hold third party events to ensure events are within Tigerlily third-party event guidelines, including proper branding, mission statement, etc..
- Ensuring that Tigerlily educational/promotional materials are sent to event organizers.
- Provide Tigerlily logo for use on promotional materials
- Coordinating attendance of Tigerlily volunteer or staff member, if needed/available.
- Ensuring all events are on Tigerlily calendar and social networks.
- Working with marketing team to promote events, per third party event guidelines.
- Providing event reports to Tigerlily team post event.
- Ensuring third-party event contract is signed.
- Meeting with supporters wanting to hold third-party events, when necessary.
- Ensure fundraising dollars are received and event post-brief is conducted, follow up with coordinator is conducted, and documentation is stored properly.
- Providing advice to event coordinator, as appropriate.
- Provide 501c3 documentation to event organizers.

About Tigerlily Foundation
Tigerlily Foundation's (Tigerlily) mission is to educate, empower, advocate for and provide hands-on support to young women between the ages of 15-40 – before, during and after breast cancer.

For More Information: Email Nicolette Boxe, Director of Recruiting at nicolette@tigerlilyfoundation.org or email info@tigerlilyfoundation.org for more information.