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## Organization Overview

Coaching Corps believes that every young person needs a caring adult outside the home who believes in them, teaches them invaluable life lessons, and helps them to become their best self. For many of us who grew up with access to quality organized sports, that person was a coach.

Middle-class and affluent families pour money and time into ensuring that their kids benefit from sports participation. But kids living in low-income communities have limited access to quality sports programming, leaving them once again on the side-lines.

Coaching Corps is the only national organization with the sole mission of leveling this playing field. We inspire people to volunteer as sports coaches and then place them with after-school programs serving low-income communities so that they can offer quality sports programming with a trained coach. Coaching Corps coaches are trained and supported to use a season of sports to teach kids invaluable life skills such as persistence, optimism, self-regulation, and empathy. Coaches help young people experience the safety, belonging, trust, and autonomy of a great team sports environment while learning to surpass even their own expectations and building confidence and leadership skills.

Since 2012 Coaching Corps has trained and supported over 10,000 people to become sports coaches. In turn, these coaches have provided a season of sports to over 100,000 kids. We operate throughout California, as well as in Boston, Baltimore, Orlando, and Atlanta. This year alone we will provide over 30,000 kids with a trained coach as a role model and mentor. Along the way we are building a vocal constituency of young people, afterschool leaders, sports industry executives, and community leaders, in support of youth sports for *all* kids, regardless of the neighborhood they live in.

Join a growing and dynamic organization committed to closing the sports equity gap. Stand with thousands of volunteer coaches and dedicated afterschool programs that are building the movement to ensure that every child, regardless of their zip code, has access to the transformative power of sports with a trained and caring coach.

More information about Coaching Corps can be found at [www.coachingcorps.org](http://www.coachingcorps.org). **Coaching Corps is an equal opportunity employer that values the diversity of its staff, partners, and constituents. Qualified women, racial and ethnic minorities, persons with disabilities, and those who are LGBTIQ-identified are encouraged to apply.** We are proud of our flexible, healthy, and passionate work environment, and our transparency around our highly competitive salaries and benefits. **Please send your resume, cover letter/introduction, and the employment application to [careers@coachingcorps.org](mailto:careers@coachingcorps.org) with the position title in the subject line.**

## Position Overview – Event Manager

**The Event Manager** will serve in a critical capacity to grow Coaching Corps' portfolio of corporate partners and individuals. S/he/they will expand Coaching Corps' ability to cultivate and steward corporations and donors through dynamic event and marketing strategies.

Reporting to the Executive Vice President with a dotted line to the Director of External Relations, the Event Manager will serve on the Development team to manage logistics for annual events and provide valuable support in cultivating, stewarding, and implementing revenue-generating relationships with corporations and individuals.

## Key Responsibilities

- Plans, implements, supports, and manages overall objectives and logistics for high-profile and regional events including the annual Game Changer Awards in San Francisco, Washington D.C., San Diego, and additional areas/events as needed.
- Coordinates all planning essentials including venue, food, accommodations, entertainment, etc., and manages external consultants with their priorities, contracts and more.
- Supports donor cultivation and stewardship in conjunction with events, including host committee planning and meetings
- Partners with the Board of Trustees, executive leadership, staff, and donors to solicit sponsorships
- Conducts event-related team meetings, including preparing agendas with board, staff, consultants, and corporate partners
- Aids in the identification of opportunities to advance corporate relations, engages new companies for additional revenue potential, and ensures delivery of benefits
- Ensures organization is delivering on corporate partnerships and events align with Coaching Corps' mission
- Liaises with corporate partner organizations and oversees some day-to-day relationship management as required
- Collaborates with Marketing and Communications to create timely corporate- and donor-targeted collateral and online materials and content
- Tracks expenses and revenue reporting for corporations and events
- Manages all event-related systems, including registration and fundraising websites, online platforms, and oversees the process of recording information into our internal database

## Qualifications

- At least 3-5 years of prior professional experience in events management; Non-profit development and communications experience highly desirable
- Passion for Coaching Corps' mission and the ability to articulate why
- Highly organized; able to multi-task and meet and manage progress towards deadlines
- Able to adjust communication style with a variety of stakeholders and audiences, and can demonstrate effective, concise writing skills with rare to no grammar mistakes

- Oriented around being proactive in asking questions and solving problems when required
- Basic familiarity with Salesforce or other CRM systems
- Intermediate skills with Excel
- Additional website management skills a plus, but not required

**Working Conditions/ADA information**

Work performed at Coaching Corps headquarters is in an accessible, secure, temperature-controlled, and quiet office environment. Responsibilities occasionally may require an adjusted work schedule, overtime, and evening/weekend hours, but we also value our standard work/life balance culture. In addition, to show our commitment to accessibility, we'd like to share the following information. These key definitions will apply:

- Task is not applicable during most, if not all, working hours – described as N/A
- Task takes less than one-third of the time – described as “occasionally” or “O”
- Task takes one-third to two-thirds of the time – described as “frequently” or “F”
- Task takes more than two-thirds of the time – described as “regularly” or “R”

Fine Manipulation	R	Move, Traverse	F
Vision – close	R	Climb	O
Vision – distance	F	Stoop/Kneel/Crawl	O
Ability to lift <10 lbs	O	Talk	F
Ability to lift 25 lbs	N/A	Hear	F

Coaching Corps reserves the right to assign or reassign duties and responsibilities to this job at any time. The job description reflects management’s assignment of essential functions, but it does not restrict the tasks that may be assigned.