



AVSC Position Description

October, 2025

Position Title: Events Manager

Full-time, year-round-Exempt

Reports To: Director of Stewardship

Salary: \$45,000 annually, plus health insurance, 401(k), and ski pass benefits as outlined in the Employee Handbook.

Job Objective:

The Events Manager will be responsible for a broad spectrum of responsibilities ranging from fundraising events, developing a robust alumni program, and fundraising duties to database entry, maintenance, and day-to-day fundraising operation support.

Scope:

The Events Manager is a lead role that works under the general supervision of the Director of Stewardship. The position has frequent interactions with the many dynamic people connected with AVSC, including staff, Board members, donors, and volunteers. The Development/Events manager must frequently make decisions balancing finances, image, and stewardship considerations and be able to speak from the heart and head when articulating AVSC's mission and priorities. This position is expected to work some nights, weekends, and Holidays.

Specific Duties and Responsibilities:

- Oversee, produce, and execute all aspects of AVSC fundraising events
- Assist Director of Stewardship with day-to-day fundraising operations and projects
- Develop an Alumni engagement program
- Manage Peer to Peer fundraising campaigns and other campaigns as necessary
- Coordinate Donor recognition gifts
- Play a role in staff meetings: weekly, pre-season, post-season
- Support Program Directors in building community to include in-season events and end-of-season awards
- Debrief each event where applicable and maintain records of recommendations

- Manage:
 - Event and development supplies
 - Event guest lists and RSVPs
 - Invoices and deliverables for events
- Annual review with Executive and Director of Stewardship to give input and review the full schedule of events to ensure mission-aligned
- Track and implement events budget with Director of Stewardship
- Other duties Development or Executive Director may assign
- Parent/ Guest Athlete Ticket Sales for local competitions

Other

- Assist Executive Director in fundraising for AVSC
- Assist with and participate in Club-wide functions
- Special projects as assigned

Physical Requirements:

- Must be able to lift and carry objects up to 50-75 pounds.
- Must be able and willing to work in inclement weather
- Reasonable accommodations may enable individuals with disabilities to perform the essential functions.

To Apply

Please send a resume and a cover letter to Director of Stewardship Ash Farrington at afarrington@teamavsc.org. This position will remain open until filled.