



Events Manager Job Description

Better Block Foundation is a nonprofit organization that empowers communities and their leaders to reshape their built environments to promote the growth of healthy and vibrant neighborhoods. The Events Manager should understand and embrace this mission, and have a genuine passion for urban innovation and bettering cities.

Position (located in Dallas, Texas)

Reporting to the Managing Director, the Events Manager will have strategic and logistical control over his/her assigned Better Block projects. The person must be organized, be able to manage budgets, and be outgoing. This position will mainly focus on the projects that take place in Dallas, but will also work with the team on projects around the country. It will include travel and work on nights and weekends during project implementation.

Better Block projects are temporary, block-level interventions that demonstrate a series of rapid prototypes. We work with the community, using their tools, knowledge, and resources, to revitalize neighborhoods. We often add bike lanes with temporary paint, use digital fabrication and manual processes to construct furniture from plywood and palettes, and activate the space by coordinating markets. Thus, the role is physically demanding, often requiring moving heavy objects and climbing ladders.

Responsibilities

- Facilitate Better Block events from start to finish, including:
 - Overall project outline and timeline
 - Material sourcing
 - Ongoing communication with local team members via regularly scheduled meetings
- Managing and developing project scope and budget
- Tracking expenses, invoicing clients, and tracking time
- PR and marketing responsibilities, as well as capturing events via photography and videography.
- Onsite management of logistics during projects
- Help in the design, writing, and review of all project-related documents, social media, and reporting/blogging

Qualifications

- The Events Manager should be passionate about new urbanism and willing to swing a hammer, get paint on his/her clothing, answer volunteers' questions, etc. This position is very hands-on.
- College degree in marketing, event management, or the like.
- Flexibility with work schedule and day-to-day tasks, as they may change as projects evolve.
- Ability to work independently without much direction, and to make decisions based on Better Block principles and project guidelines.
- Ability to work in a team, delegate tasks, and hold team members accountable for these tasks.
- Demonstrated ability to manage conflicts and resolve problems effectively.
- Excellent organizational skills.
- Fluent with social media, blogs, photography, and videography.
- Ability and willingness to travel up to 25 percent.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.

To apply, email Krista@betterblock.org with your résumé, cover letter, and any relevant materials. No phone calls, please.