



**POSITION TITLE:** Events and Client Development Manager

**REPORTS TO:** President and CEO

### **POSITION SUMMARY**

The Downtown Long Beach Alliance (DLBA) Events and Client Development Manager is responsible for supporting the management, production and operation of all special events, the development of campaigns to solicit cash and in-kind sponsors to support DLBA events and departmental funding opportunities.

This is an ideal opportunity for an organized, energetic and outgoing person to contribute to the arts and culture of our Downtown community through the support and creation of special events. Downtown Long Beach Alliance (DLBA) is an industry leading community-based non-profit organization looking for a candidate with passion and commitment to delivering high quality productions for stakeholders and visitors in DTLB. In return, DLBA offers a fast-paced work and learning environment with outgoing co-workers, an open-floor office plan and game-infused patio in the heart of Downtown Long Beach.

### **PRIMARY TASKS AND RESPONSIBILITIES FOR EVENTS MANAGEMENT**

- Manage the logistics and programming including planning, permitting, entertainment, execution and debrief.
- Develop detailed event budgets and manage expenses to ensure that financial performance meets or exceeds projections.
- Responsible for on-site coordination at each event including facilitating set-up, deliveries, operation and tear-down.
- Coordinate with the City of Long Beach - Office of Special Events and other city departments necessary for obtaining all licenses and permits.
- Determine equipment and supply rental needs; negotiate with suppliers for quantity, pricing, delivery, and timing.
- Oversee coordination of event staffing needs; arranging for hired personnel and/or volunteers, as necessary.
- Prepare and distribute Special Event community surveys and notices (pre and post event).
- Work with DLBA personnel (Marketing, Digital Media and Community Outreach) to reach various Downtown stakeholders to help build consensus, encourage involvement/participation and create cross-promotional opportunities with businesses.
- Create event budgets and track projected expenses.

### **PRIMARY TASKS AND RESPONSIBILITIES FOR SPONSORSHIP MANAGEMENT**

- Perform preliminary research to identify and prioritize new prospects and raise awareness of the organization's work.
- Build relationships with major contributors to facilitate long-term/multi-year sponsorships.
- Maintain knowledge and expertise of industry trends, developments and opportunities
- Manage information, profile and sponsor activity of donors on a database
- Manage budget and ensure that all external revenue sources (i.e.: sponsorship, tickets, concessions, etc.) and projected targets are met

- Develop partnership and sponsorship opportunities to support events and programs
- Establish sponsorship deliverables and ensure they are met, and clients are kept informed of progress and accomplished milestones
- Prepare and deliver proof of performance and post-event reports and updates to sponsors
- Liaise with DLBA team (graphic designer, marketing, digital media, outside vendors) to produce sponsorship promotional material

## **POSITION SPECIFICATIONS**

- Education:** Bachelor's degree – preferably in Event Management or Hospitality
- Experience:** Three to five years event experience with logistics, programming, implementation and development experience. Work with firm or organization that is related to business improvement districts, hospitality trade, non-profit organization or public-sector experience preferred.
- Required skills:** Excellent oral and written communications skills required. An upbeat, can-do attitude, ability to work in a team atmosphere and willingness to perform a variety of tasks are also required. A high degree of professionalism, creativity and resourcefulness must be exercised at all times. Outgoing interpersonal and negotiating skills with the ability to facilitate consensus-building when interacting with different points of view. Ability to cooperate with all types of dynamics: personal, political and geographical is paramount.
- Special Skills:** Qualified candidate must be self-motivated, well-organized and able to work with a minimum level of supervision while positively interacting with others. Must demonstrate a high degree of professionalism; well-developed presentation and interpersonal skills required. Strong working knowledge of Microsoft Office and CRM software.

## **POSITION ENVIRONMENT**

The Events and Client Development Manager will work from the DLBA administrative office. The position requires some nights, weekends and off-premise work (within and outside Downtown Long Beach), which may entail but not be limited to:

- Regularly walking the District and interfacing with businesses to become familiar with customer and business traits and behaviors.
- Attending various meetings and facilitating outreach programs within the Downtown community.

Downtown Long Beach is a culturally diverse environment. The DLBA is committed to complying with State and Federal laws which include Fair Employment Practice laws, which provide equal opportunity in employment to all persons regardless of race, color, national origin, sex, age, religion, veteran status, or disability.

## **COMPENSATION**

The Events and Client Development Manager is an exempt employee and salary range is \$62,500 - \$72,500 plus commission and includes full medical, dental and vision benefits. Employer contribution to 401(k), vacation, sick days and monthly parking pass are also included.

## **APPLY**

Send cover letter, resume, references and job expectation to [info@dlba.org](mailto:info@dlba.org). No phone calls please, and

incomplete packets will not be considered. Deadline to apply is August 23, 2019.

**ABOUT DLBA**

The Downtown Long Beach Alliance is a non-profit, community-based organization whose mission is to cultivate, preserve and promote a healthy, safe and prosperous Downtown. By balancing the interests of the residents, as well as businesses, the DLBA creates tangible progress by way of vested interest and solidified partnerships across local, municipal, and commercial lines. For additional information, visit [www.downtownlongbeach.org](http://www.downtownlongbeach.org).

**July 2019**