

Humane Network Maddie's Pet Project in Nevada Events & Special Projects Manager



Overview: The Events & Special Projects Manager reports to the Maddie's® Pet Project in Nevada (MPP-NV) Executive Leadership Team and has overall responsibility for planning and managing events, and special projects.

Specific responsibilities:

- Managing the events calendar in coordination with the Campaign Coordinator, making sure all events are appropriately scheduled and executed.
- Coordinating all events and special projects with appropriate team members to develop common goals, communication plans, and staffing plans, including working in coordination with the Campaign Manager to make events are appropriately tracked on the overall campaign's marketing/promotions calendar.
- Planning and managing all MPP-NV events (including conferences, seminars, adoption and spay/neuter events, celebrations, and other types of events) so that they accomplish desired outcomes.
- Planning and managing MPP-NV special projects as assigned so that they accomplish desired outcomes.
- Creating, maintaining, and executing project plans for events and special projects to be sure that specific tasks are accomplished according to the plan; making adjustments to plans as needed to make sure deadlines are met.
- Utilizing and overseeing volunteers as appropriate.
- Providing timely information and photos for use in program communications, social media, and marketing.

Specific Qualifications:

- Experience planning, managing, and seeing to completion multiple projects and activities at the same time.
- Proficient with Microsoft Office applications and organizational and project management software.
- Strong project management expertise and experience
- Strong event planning expertise and experience.
- Strong attention to detail.

About the campaign:

Maddie's Fund® and Humane Network, working with support from the Nevada-based Dave & Cheryl Duffield Foundation, are launching a statewide campaign to revolutionize the well-being of cats and dogs in Nevada. The three-year project will create a sustainable safety net for cats and dogs through a two-pronged approach: increasing shelters' live-release rate to over 90% in every community and providing access to veterinary care in underserved urban and rural areas.

To do this, we will work closely with animal shelters, government agencies, rescue groups, other organizations and individual animal lovers to combine their strengths to achieve results. We will provide mentoring, networking, and data- and program-development opportunities. We will coordinate public events that celebrate pets and their adoption. We will provide targeted assistance to existing organizations to fill key gaps in lifesaving services. We will cultivate and support new and existing shelter and rescue group leaders. And we will do it all with fun and excitement that inspires and engages communities and individuals.

About the community:

Humane Network is based in Reno, Nevada, *The Biggest Little City in the World*. A world-class tourist destination with a vibrant arts scene and year-round outdoor activities, Reno has something for everyone. Only 45 minutes away is Lake Tahoe and some of the country's best ski resorts. Reno is also home to numerous hiking, biking, and kayaking options, as well as many casino-resorts and some of the nation's top special events: Burning Man, Hot August Nights, the National Championship Air Races and more. US News and World Report ranks the University of Nevada, Reno as a national Tier 1 university. The area is rapidly becoming a manufacturing and technology hub with Apple, Switch, and Tesla all opening major facilities. Reno rests at a comfortable 4,400 feet above sea level and gets more than 300 sunny days each year. Average high temperatures are 46 degrees in January and December (the coldest months) and 92 degrees in July (the warmest). Learn more at whyreno.org/livability. Note: For some positions, living in Las Vegas or rural Nevada may be appropriate

General expectations and characteristics of staff:

- Commitment to the mission and goals of the campaign.
- Affection for animals—concern for their welfare and a willingness to accommodate animals in the work place and at events.
- Flexibility—the ability to manage changing priorities and varied tasks and schedules.
- Strong interpersonal skills—The ideal person would be outgoing, personable, professional, and able to get along well and communicate successfully with a variety of people.
- Strong written and verbal skills.
- Results-oriented—Able to set goals, plan, and carry out projects without direct supervision in an organized, efficient, and effective manner.
- Collaboration—Working effectively as part of the team on cross-functional programs, projects, and activities.
- Strong organizational skills.
- Learning-agility—Willingness and ability to learn new things quickly. Interest and commitment to keeping up with emerging best practices.
- Innovative/solution-oriented—Strong problem-solving skills, able to find ways to make things work.
- Drive—Taking initiative and working with minimal supervision and direction. Performing all duties in a manner which encourages attainment of the campaign's goals.

- Attention to detail—and exceptional ability to follow through and meet deadlines.
- Technology savvy—Comfortable and proficient with computer technology (proficiency with Microsoft Office and possibly other programs/applications that apply to specific roles.) Able to learn new programs quickly.
- Sound judgment—Maturity, good judgment, strong decision-making and implementation skills.
- Professional personal appearance and demeanor.

Common responsibilities of all staff:

- Promoting a humane and caring attitude toward all animals and treating all animals with respect and compassion at all times.
- Working courteously and cooperatively with colleagues, other organizations, and volunteers.
- Ensuring superior customer service by promptly addressing concerns, demonstrating respect and empathy, and resolving problems on the spot during walk-in or telephone call situations.
- Willingness to assist with tasks outside of primary realm of responsibility, as needed, including animal care, adoptions, and events and always in a manner which demonstrates interest, care, and concern for the staff and public and animals we serve.
- Being alert to and providing information on success stories to appropriate team members.
- Participating in periodic team meetings to discuss current events, goals, and programs.
- Helping to ensure that all established procedures and policies are followed within the intended spirit of each.

Staff requirements:

- Education/experience: Minimum education level of bachelor's degree preferred; relevant real-world experience will be considered as an alternative.
- Location: Live in Nevada or willing to relocate
- Able to work with and around animals
- Willing and able to travel
- Valid Nevada driver's license, clean driving record

Terms of employment:

- Exempt
- Daily reporting hours and days of the week may vary according to the needs of the department schedule. May be required to be on call on a 24-hour, 365-day basis. May include weekend, night and holiday work.
- Benefits include three weeks paid time off (for vacation and sick time), ten paid holidays, and individual medical insurance.
- There is no minimum period of employment that is implied or guaranteed. Additionally, this is a term position that will not out-last the duration of the campaign, which is planned to wrap up in Spring 2021.
- Salary range: \$60,000 to 70,000

Send a one-page cover letter and resume to: info@humanenetwork.org. Applications must be received by April 20, 2019.

Humane Network does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients.