



Rythmus Foundation

Job Description

Position Title:	Event Manager
Key Responsibility:	- Develop comprehensive event strategies and oversee end-to-end planning and execution to achieve organizational objectives. - Create, manage, and meticulously track event budgets, ensuring financial accountability and reporting on ROI. - Lead the organization of fundraising and donor engagement events to cultivate relationships and meet income targets. - Design and implement event marketing and promotion plans across multiple channels to maximize visibility and attendance. - Build and manage relationships with all stakeholders, including sponsors, partners, vendors, and community representatives. - Negotiate with and oversee all vendors and service providers to ensure quality delivery within budget and timeline. - Direct on-site event logistics, including setup, registration, and operations, ensuring a seamless attendee experience. - Ensure all events comply with health, safety, and legal requirements, securing necessary permits. - Conduct post-event evaluations, analyze outcomes against goals, and prepare detailed reports for management. - Recruit, train, and manage event volunteers and cross-functional teams, delegating tasks for effective execution.
Essential Skills	- End-to-End Event Management: Proven expertise in strategizing, planning, and executing diverse events from conception to completion. - Budgeting & Financial Acumen: Strong skills in budget development, cost tracking, and financial analysis to ensure fiscal responsibility. - Stakeholder & Vendor Relations: Excellent negotiation and relationship-building abilities to manage sponsors, partners, and suppliers effectively. - Marketing & Promotion: Proficiency in creating and implementing multi-channel marketing plans to drive event awareness and engagement. - Leadership & Team Management: Experience in leading cross-functional teams and managing volunteers, with strong delegation skills. - Problem-Solving & Logistics: Exceptional organizational and logistical skills with the ability to troubleshoot under pressure and ensure smooth operations
Location	Remote
Qualification	Any Graduate
Experience Required	05 to 10 Years relevant experience.
Nature of Job	Full-Time / Part-Time / Contractual On-site / Hybrid / Remote