

## Discoveries of Hope (DoH) Foundation

As a Los Angeles based 501 (c) 3 non-profit organization, our mission is to provide and promote charitable giving through various recognized public charities in support of their core mission and initiatives. We are committed to providing business assistance to non-profit organizations that promote the growth of healthy communities with an emphasis on education, economic development, health, and wellness.

DoH assists numerous non-profits who have a considerable responsibility to deliver programs that make a difference in communities and have a social impact in society. Our organization manages fundraising events and programs that contribute to community job placement and economic growth through local and foreign investment opportunities.

### Event Planner

Length of Assignment: TBD

Hours Per Week: TBD

Salary: TBD

The role of the Event Planner is to effectively, consistently, and seamlessly deliver and execute innovative events and meetings that enhance the success of events hosted by DoH. This position is responsible overseeing large-scale organization-sponsored hospitality events, meetings, incentive trips, social occasions and entertainment for customer groups, consumers or other strategic partners to build our relationships and establish benchmarks for organizational event quality and high impact.

A successful Event Planner will be equipped to plan, execute, and manage projects according to strict deadlines and pre-determined budgets. Must possess the ability to conceptualize and design unique and high-impact visits, meetings and events and oversee their implementation. The best fit for this position is a skilled multi-tasker with the ability to structure and organize work in order to successfully lead numerous projects and meet deadlines in a fast paced multi-location environment while maintaining a collaborative approach.

This individual should possess the ability to manage projects to ensure successful delivery (on time, within budget, meeting agreed upon success criteria) to establish clear goals and accountabilities. Strengths should include the ability to develop project plans, allocate resources, identify potential issues/risks and develop contingency plans. We are seeking an experienced professional who takes the initiative to independently resolve unexpected issues as they arise, yet has the experience to know when to escalate to senior management or to consult the appropriate advisors.

Duties and Responsibilities (not limited to):

- Oversee events from inception through completion; organize events and manage the coordination of logistical and creative aspects
- Coordinate on-site event registration, administration, production, and problem resolution ensuring all aspects are executed as planned
- Define project success criteria and disseminate them to involved parties throughout project life cycle
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans
- Oversees event venue and inspection prior to a function to ensure room set-up, menu, vendors and schedule of events etc. are correct
- Coordinate all activities associated with pre and post event planning, on-site logistics, event staffing, signage and technology set-up
- Develop and deliver progress reports, proposals and requirement documentation to analyze progress and troubleshoot problem areas
- Manages multiple events including all event activation, event staff management and pre and post event recaps, etc.
- Set and continually manage project expectations with team; react to project adjustments and alterations promptly and efficiently
- Conduct logistical debriefing and perform event evaluation analysis
- Assess need for additional staff, consultants; estimate the resources and participants needed to achieve project goals
- Coach, motivate and supervise event team members to take positive action and accountability for their assigned work
- Work closely with sales, marketing, and management to facilitate event planning and production in accordance with plan objectives and marketing strategies

Skills and Abilities:

- Must have entry- to mid-level meeting planning skills and proven experience
- Excellent oral and written communication skills and strong presentation, networking and relationship management skills
- Strong interpersonal skills and the ability to forge and maintain strong relationships with clients and other strategic partners
- Must be able to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
- Demonstrated ability to follow sound business ethics when executing job responsibilities to build and maintain management confidence

Skills and Abilities cont'd:

- Must be creative, have an eye for details
- Ability to communicate ideas visually, verbally and in writing
- Flexibility and ability to push through indecision and ambiguity to deliver results
- Organize and track projects and tasks to ensure accuracy
- Ability to prioritize and manage multiple tasks and people simultaneously
- Resourceful, entrepreneurial spirit, and the ability to work proactively and independently
- Proactive problem solver who possesses the ability to utilize best practices and tools for project execution and management
- Highly motivated and enthusiastic; thrives under pressure; ability to work with high degree of intensity and follow through
- Proficient in Microsoft Office Programs: MS Word, PowerPoint and Excel and Internet Research

Additional Requirements:

- On-site event support may require extended hours of work and ability to move quickly to multiple function locations
- Ability to work a flexible schedule and travel when required. Potential International travel (passport required).

**To Apply:** Complete the online employment Application and send resume to [careers@discoveriesofhope.org](mailto:careers@discoveriesofhope.org) or fax to 866.647.9696