Events and Experiences Manager  
Kirkland, WA

Rescue:Freedom is on a mission to end slavery around the world. Through our Local Partners, we rescue and restore women and children who are suffering in sexual slavery. We believe that with your help, we can stop the cycle of exploitation and create freedom for all. We believe that every man, woman, and child trapped in slavery should be free. Every day we fight against the injustice of sexual slavery and amplify the voices of people whose stories need to be told. We live at the intersection of leading edge non-profits, best in class entrepreneurs and organizational thought leaders. Our culture values integrity, innovation, and performance. We feel a key to our growth and impact is the great people we employ, and we work to develop teams that people want to be part of for a long time.

As the Events & Experiences Manager you will plan and execute Rescue:Freedom’s growing annual event portfolio. Primary responsibilities include innovative oversight and production for all annual events helping to ensure we meet or exceed fundraising goals. This role also oversees and produces revenue metrics and analysis, supports annual trips into the field for staff and major supporters, coordinates additional engagement activities and creates the annual events and experiences calendar.

Responsibilities:

- Provide comprehensive event planning and production for growing portfolio of annual fundraising events including:
  - Budget planning and management
  - Venue selection
  - Start to finish logistics
  - Audience development support
  - Marketing & Mailing
  - Procurement
  - Vendor negotiation, management & contracting
  - Support for program design
  - Thanking, receipting, and reporting
  - Corporate sponsorship management
  - Guest Surveys
  - Volunteer recruiting, management, and retention
  - Committee recruitment and management
- Ensuring optimal systems and documentation for event management policies and procedures.
- Researching and implementing new technology and other innovations to take events and
experiences to the next level.

- Creating community building experiences that will be unforgettable moments for our highest contributing supporters and business partners that help them network with each other, participate in our mission, and become advocates in our cause.

- Field Trip Coordination
  - Assist in annual planning schedules
  - Hotel and Flight Arrangements
  - Production of travel docket
  - Coordination of travel and liability insurance
  - Support in Visa procurement
  - Post-Trip stewardship support and tracking
  - Other administrative support as needed

- Perform other duties as assigned.

**Competencies:**

1. Bachelor’s or Master’s Degree preferred.
2. Organizational skills and expertise in using Google Suite and/or Microsoft Office.
3. Self-motivation and discipline to regularly set and achieve goals.
4. Ability to plan and manage work under time constraints.
5. Ability to maintain a high-level of poise and professionalism in all circumstances.
6. Exceptional verbal and written communication skills.
7. Demonstrated ability to plan, scale, and grow successful fundraising events.
8. Deep experience at managing large, complex projects and effectiveness at solving problems.
9. An eye for detail and high standards of excellence.
10. Willingness to travel if needed.
11. Recognize, understand, and agree to live by the moral and ethical standards of Rescue:Freedom International as a faith-based organization committed to Christian principles and practice.

**Reports To:** Vice President of Marketing & Engagement  
**Type:** Full Time  
**Compensation:** Let’s Talk  
**Location:** Kirkland, WA

We need sharp, hard-working people who understand the ethos behind a start-up and are willing and excited to be a part of everything that goes along with it. Keep in mind that Rescue:Freedom International is a newer organization and at times, everybody does a little bit of everything.

While we thank all applicants for their interest, only shortlisted applicants will be contacted. Thank you for your interest in Rescue:Freedom International.