



Job Title: Events and Marketing Manager

Location: Kansas City, Missouri

Reports To: Executive Director

Status: Part-Time | Exempt

Position Overview

We're seeking a dynamic and detail-oriented Events and Marketing Manager to lead the planning and execution of high-impact events for external clients and internal stakeholders while driving the organization's marketing presence across digital platforms. The ideal candidate will also serve as the technical liaison for IT and AV systems and play a key role in supporting events at the Delta Athenaeum through direct client coordination and on-site management.

Key Responsibilities

Event Coordination

- Serve as a point of contact for clients to set up events at the Delta Athenaeum.
- Meet with and manage event clients
- Provide on-site management and support during events to ensure smooth execution.
- Support event proposal and contract development
- Set up a system to ensure event host coverage for all paid events
- Identify, Manage and oversee event hosts

Marketing & Communications

- Develop and implement integrated marketing strategies to support events at the Delta Athenaeum and brand visibility for DEED Foundation
- Manage and maintain the company website, ensuring timely updates and an engaging user experience
- Oversee social media accounts and create campaigns to promote events and initiatives
- Design and produce promotional materials, including brochures, graphics, email newsletters, and press releases

Information Technology (IT) & Audiovisual (AV) Support

- Set up and troubleshoot IT and AV systems for live events, including presentations, microphones, streaming equipment, and video conferencing tools
- Coordinate with internal tech support and external vendors to ensure technical readiness
- Maintain and manage inventory of AV and IT equipment
- Provide on-going tech training for the Chapter and other community partners on the use of AV equipment

Perform other duties as assigned

Qualifications

- Bachelor's degree in Marketing, Communications, Event Management, or related field.
- 3+ years of experience in event planning and digital marketing
- Strong proficiency with CMS platforms, social media tools, and graphic design software
- Hands-on experience with AV systems and basic IT support
- Excellent organizational and interpersonal skills
- Ability to handle multiple tasks and adapt in fast-paced environments

Personal Traits

- Excellent organizational skills with a strong attention to detail
- Strong interpersonal skills and active problem-solver open to new ideas
- Strong ability to multitask and prioritize tasks
- Oriented to customer service, with strong written and oral communication and collaboration skills
- Thrives as part of a team that values integrity, open and direct communication
- An ability to remain flexible and adapt to change.
- Understand and value racial equity as an organizational operating principle

Bonus Skills

- Experience with SEO, Google Analytics, and email platforms like Mailchimp or Constant Contact.
- Familiarity with Canva, Adobe Creative Suite, or similar design tools
- Familiarity with event planning software such as planning pod

DEED provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type.