



# Events & Planning Officer

Job type: Full-time, Exempt

Location: Washington, D.C., Remote work available

Annual Salary: \$75,000 - \$90,000

## About FFAR

\*Applications received via Indeed will not be considered. All interested applicants should apply via the link listed in the "Application and Nomination Process" section.

The [Foundation for Food & Agriculture Research](#) (FFAR) is a non-profit organization that builds public-private partnerships to fund audacious research addressing the biggest challenges in food and agriculture. FFAR is committed to providing every person access to affordable, nutritious food grown on thriving farms. The Foundation pioneers scientific and technological innovation by funding research that fills critical research gaps. Ultimately, FFAR's partnership and results benefit farmers, consumers and the environment.

## Position Description

FFAR seeks a creative, highly organized events & planning officer to join the growing Development Team. This position supports the team's external prospecting, cultivation and stewardship efforts. This position further assists the broader FFAR organization by coordinating convening events, annual conferences, board and all-staff meetings and other activities.

The individual in this position should be an expert multitasker with impeccable attention to detail. The best person for this role must be able to foresee risks and anticipate needs, so attendees are impressed and entirely satisfied with each FFAR event.

The events & planning officer is responsible for conceptualizing, planning and executing FFAR's external and internal events. In this role, the events officer must liaise regularly with multiple members of FFAR's staff, including the Development Team, the Operations Team,

Chief Operating Officer, Communications & Legislative Affairs Team and Scientific Program Department.

## Duties & Responsibilities

- Oversee and manage the conceptualization, planning and flawless execution of all external and internal FFAR events, whether virtual, in-person or hybrid, including:
  - Prospecting and cultivation events for the Development Team
  - Staff meetings, team-building activities, and other internal events
  - Science-related convening events
- Identify requirements and expectations for each event from the relevant stakeholders
- Brainstorm and implement event concepts and themes
- Develop an overview for each event, including time, date, location, and high-level budget
- Build thorough event budgets for approval, enforce spending within plan and ensure suppliers are paid
- Research and liaise with event vendors, getting bids and determining best fit in line with the budget and goals of the event
- Scout for and inspect venues
- Coordinate event logistics and services, including overseeing any technology, transport, equipment, décor, food and drink, lodging, etc.
- Coordinate and oversee all logistical elements of each event, including any set-up, tear-down and clean-up necessary for in-person or hybrid events
- Anticipate attendee needs and put plans in place to mitigate any potential risks
- Proactively troubleshoot any emerging problems on the event day
- As needed, provide post-event evaluations, and develop and distribute reports on event outcomes
- Liaise with the Communications & Legislative Affairs Team to publicize the event
- Regularly research the market and identify opportunities for events, and generate interest
- Develop and implement efficient internal processes to improve project management related to events
- Work in conjunction with the Chief Development Officer, and other FFAR staff where appropriate, to identify and prioritize new event opportunities
- Work collaboratively with FFAR staff on event and related activities



- Other tasks that contribute to departmental goals by accomplishing related duties as required

## Qualifications

- Proven experience as an events planner or organizer with a track record of successful events
- Bachelor's degree, with specialization in hospitality, public relations, management or a related field preferred
- Three to five years minimum of professional experience in nonprofit development, events and/or communications
- Demonstrated success in project management, with experience managing multiple projects, priorities and deadlines
- Expert time management and communication skills
- Financial savvy, including comfort developing budgets, negotiating and managing contracts effectively
- Proven experience using fundraising databases, Raisers Edge experience is a plus
- Knowledge of Microsoft Office 365 Suite
- Strong writing, editing and proofreading skills with keen attention to detail
- Willingness to take initiative and problem-solve, including an ability to handle pressure and make split-second decisions
- Strong critical thinking, research, analytic and organizational skills
- Ability to work both independently and cross-functionally with colleagues and across departments
- Creative, out-of-the-box thinking
- Commitment to the highest standards of donor service and professionalism

## Application & Nomination Process

Please click [here](#) to apply for this role. Applicants must include both a cover letter and resume. Incomplete packages will not be considered.

FFAR reviews applications on a rolling basis and will accept applications until a candidate is selected. Applications must include of a substantive cover letter and resume. Applicants are also encouraged to include four (4) professional references with contact information; no references will be contacted without explicit permission from the candidate. **Incomplete applications will not be reviewed.**



## Additional Information

This position requires long periods of sitting at a desk and working on a computer. There may be potential for travel when it is safe to do so, but travel would be limited. Work outside of normal business hours may be required.

## EEO Statement

*FFAR is an equal opportunity employer. Applicants are considered for positions without regard to race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws. Applications are encouraged from individuals who may fall into any such groups, as well as from veterans and uniformed service members.*