

## **EVENT MANAGER – PIVOT + CUVÉE DENVER, COLORADO**

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The entity that operates two premium Denver brands, Cuvée (an ultra-luxury travel + lifestyle company) and PIVOT (an impactful, strategic Colorado nonprofit), is hiring an experienced events manager to join their team.

### **SCOPE AND RESPONSIBILITIES:**

We are seeking a smart, dynamic and effective strategic event leader to take Cuvée and PIVOT events to the next level. Working directly with both organization's leadership, this person will successfully implement the planning, production and execution of all internal and external events and contribute to the fundraising, marketing, program, community-building and resource development goals of both organizations.

### ***Specific Responsibilities:***

- Effectively manage event planning, design and production while managing all project delivery elements within time limits;
- Manage multiple high-level events simultaneously, delegate appropriately and oversee team;
- Create and manage budgets that reflect projected expenses and revenue;
- Manage all attendee invite lists and outreach;
- Receive constructive criticism from leadership;
- High-level communication skills with the ability to network in various circles, ranging from nonprofit praters to high-net worth donors;
- Use development database to manage event planning, logistics, donors and sponsorships;
- Liaise with the Marketing Team to develop and implement a marketing plan for each event, including pre-and post-event communication, print and video materials, press releases, and PR to promote and publicize event;
- Work with Accounting Department on final invoicing and preparation of final billings no later than 14 days after the conclusion of the event;
- Vendor management for all event details such as audio visual, décor, catering, entertainment, transportation, location, invitee lists, special guests, equipment, promotional material, print and signage, staffing, etc.; as well as ability to negotiate on company's behalf;
- Track, measure and report event performance and feedback;
- Coordinate and collaborate with all departments for the successful creation and implementation of all events.

### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree required; CMP preferred;
- Minimum of 5-7 years professional experience;
- Experience managing upscale events with a range of attendees (5-5000) and managing third party vendors
- Experience with Donor Perfect and Salesforce is preferred;
- Previous project management experience is required;
- Must have strong organizational, communication (written and verbal) and computer skills;

- Ability to thrive in fast-paced, independent culture juggling multiple projects; driven to succeed and work in a rapidly growing, team-based environment;
- Proven aptitude for creating and executing creative, strategic events with entrepreneurial mindset;
- Operates with a sense of urgency and strives for higher standards.

**Salary:** Commensurate with experience

**Submit Resume:** [sarah@cuvée.com](mailto:sarah@cuvée.com)

### **ABOUT CUVÉE**

Cuvée owns and curates a rare collection of ultra-luxury villas and chalets in celebrated global destinations. Our vision is to create the world's most elevated travel experiences by connecting our guests to their surroundings through couture design and architecture, exceptionally tailored guest planning, and immersive, singular cultural experiences.

Our quality and personalization have garnered unparalleled praise from our audience of discerning travelers, who consistently entrust us to play host to their annual milestones, family gatherings, and celebrations of life in Cuvée-style. Learn more at [cuvée.com](http://cuvée.com).

### **ABOUT PIVOT**

PIVOT (a 501c3) was founded by John Elway, Larry Mueller, and George Solich to harness the power of doers and dollars to help Colorado's NextGen succeed. PIVOT empowers nonprofits to collaborate for impact and holds them accountable for specific outcomes, creating a future where Colorado youth are empowered to thrive in the multi-dimensional aspects of their life. PIVOT connects the dots to provide full access to programs focusing on academic success, mental wellness, nutrition, and career readiness. Learn more at [pivotdenver.org](http://pivotdenver.org).