



**TIPPING POINT**  
COMMUNITY

## **PRODUCER, EVENTS**

San Francisco, CA

### **About Tipping Point Community**

Since 2005, Tipping Point Community has raised more than \$100 million to educate, employ, house and support nearly 500,000 people in need. Tipping Point Community screens non-profits rigorously to find, fund and partner with the most promising groups helping low-income people achieve self-sufficiency. Beyond dollars we provide our grantees with the communications, technical and management assistance they need to grow and increase their impact in the fight against poverty. 100% of every dollar donated goes out the door because our board underwrites all operating and fundraising expenses.

To learn more and subscribe to our newsletter, please visit our website at [www.tippingpoint.org](http://www.tippingpoint.org).

### **Values**

Tipping Point's core values are at the heart of everything we do and we look for individuals who share our commitments:

- **We are one community.** We believe that the responsibility for fighting poverty belongs to all of us.
- **We serve.** Our approach is humble and respectful. We exist to meet the needs of others.
- **We celebrate generosity.** Every gift counts, whether big or small.
- **We get results.** We are relentless in the pursuit of our goals. We hold ourselves and each other accountable.
- **We are always learning.** We are risk takers. We commit to facing our challenges as we support solutions that last.

### **Position Overview**

Tipping Point Community seeks a temporary, event-based (hours per week to be determined by event schedule) Events Producer with a passion for changing the landscape of poverty and philanthropic giving in the Bay Area. The Events Producer will provide high quality support in the planning and execution of the team's events. The Events Producer will focus on supporting the events team through managing the planning, execution and wrap up of a portfolio of events and will report directly to the Interim Events Director.

### **Responsibilities**

- Act as the project lead for a portfolio of events which includes the following responsibilities: event lead up, day-of and post logistics management, venue research, vendor management, team deadline management, coordinating cross team meetings, venue walkthroughs, print material management, etc.
- Serve as an extension of the events team and work seamlessly with the other internal teams to execute the upcoming 11 events through June.
- Provide a high level of customer service to vendors, team members, donors, partners, grantees and all other stakeholders.
- Provide creative input on how to keep existing events fresh and exciting.
- Develop staff and volunteer plans for event support.

- Oversee on-site staff and volunteers to ensure they know their roles and responsibilities.
- Maintain records of invoices, payments, receipts, and contracts, to assist with budgeting.
- Commitment to Tipping Point's mission and values and ability to operate with the highest degree of integrity in representing the organization.

### **Qualifications**

- Bachelor's Degree required
- 3-5 years experience in event and meeting planning
- Proven track record of producing high quality events
- Strong organizational skills, attention to detail and experience in developing and maintaining systems and processes
- Excellent interpersonal skills and desire to play a critical support role in a team environment
- Exceptional project management skills
- Ability to prioritize, think critically, problem solve, multi-task and thrive in a fast-paced environment
- Initiative, enthusiasm and willingness to pitch in at all times
- Sense of humor is a must
- Strong team player who also works well independently
- Commitment to Tipping Point's mission and values and ability to operate with the highest degree of integrity in representing the organization
- Ability to handle sensitive information in a confidential manner

### **Salary and Benefits**

Tipping Point Community offers a competitive salary and benefits, commensurate with experience and skills.

### **How to Apply**

Please submit a thoughtful cover letter explaining your interest in Tipping Point Community, where/how you found out about this career opportunity, and your salary requirements. Email a PDF copy of your cover letter and resume to [recruiting@tippingpoint.org](mailto:recruiting@tippingpoint.org). Please write your name and the title for this position ("Your Name – [JOB TITLE]") in the subject line of your email.

Tipping Point provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.