



Event Manager

Position Summary

The Event Manager oversees the planning and execution of CWHBA's events, ensuring they align with the organization's mission and goals. This role involves managing logistics, coordinating volunteers, and cultivating relationships with vendors and stakeholders. The Event Manager ensures events are delivered to the highest professional standards. This role works closely with team members to ensure

events align with organizational goals and deliver a unified member experience.

Duties & Responsibilities

In this role, the individual is expected to contribute to a collaborative and values-driven work environment. By fostering positive relationships internally and externally, they will support a culture of responsibility and ownership that aligns with CWHBA's mission and core values of professionalism, integrity, and community impact.

Event Logistics

- Plan, coordinate, and oversee all aspects of event logistics, including schedules, timelines, and vendor contracts, ensuring alignment with organizational goals.
- Work closely with the Communication Coordinator to ensure event branding and promotional materials are prepared and distributed effectively.
- Develop and maintain detailed event budgets, tracking expenses to ensure fiscal responsibility and adherence to financial goals.
- Manage on-site execution of events, including setup, attendee flow, and resolving issues in real time to ensure smooth operations.
- Coordinate with the Office Manager to address venue-related needs, ensure proper resource allocation, and optimize logistics for seamless event execution.
- Track and report event metrics such as attendance, member satisfaction, sponsor ROI, and budget performance to align with organizational goals.

Volunteer Coordination:

- Recruit, train, and manage volunteers, providing clear instructions and ensuring tasks are delegated effectively.
- Develop and implement a detailed volunteer schedule tailored to event needs, maximizing volunteer efficiency and ensuring event success.
- Collaborate with the Engagement Director to incorporate member-focused elements, ensuring events provide value to members and foster stronger relationships.

Vendor & Stakeholder Engagement:

- Cultivate and maintain strong relationships with local vendors, sponsors, and community partners to enhance event resources and expand impact.
- Collaborate with the Engagement Director to integrate sponsor partnerships into events, aligning sponsor visibility with organizational goals.

- Secure and manage venues, negotiating favorable terms and exploring opportunities for long-term partnerships.
- Act as the primary liaison for vendors and stakeholders during event planning and execution, ensuring all partnerships run smoothly and meet expectations.
- Collaborate cross-departmentally to ensure sponsor engagement, marketing alignment, and seamless delivery of event goals.

Growth & Development Opportunities

This role offers opportunities to lead high-profile events, enhance project and volunteer management skills, and build meaningful community partnerships. The Event Manager will also benefit from professional development resources to refine strategies and support the success of CWHBA's events.

Preferred Qualifications

- Bachelor's degree in event planning, hospitality, or a related field or equivalent work experience.
- 3+ years of experience in event management, including large-scale events, logistics and vendor relations.
- Strong organizational and project management skills.

Work Environment

The role involves approximately 90% office-based work and 10% offsite event coordination, with occasional evening and weekend hours required for events.

Some physical activity, such as long periods of standing, moving, and assisting with physical event setup, is expected.

Compensation

Full-time, non-exempt. Salary based on experience. Other benefits include:

- Health, Vision, Dental (employee coverage 100%) and voluntary life insurance.
- IRA Simple Plan retirement (with 3% employer match).
- Progressive paid time off (PTO) and paid holidays.
- Supplemental support for professional development in line with work responsibilities.

About CWHBA

For over 65 years, the Central Washington Home Builders Association (CWHBA) has championed residential construction across Central Washington. As a 501(c)(6) nonprofit, we go beyond building homes—we build thriving communities in Yakima, Klickitat, Kittitas, Chelan, Douglas, and Okanogan counties.

Our membership includes not only builders, but a network of allied businesses and industries committed to shaping Central Washington's future. As affiliates of the Building Industry Association of Washington (BIAW) and the National Association of Home Builders (NAHB), we proudly promote responsible, ethical practices rooted in professionalism, integrity, and community impact. CWHBA's members, staff, and leaders work together to meet the region's needs with vision, dedication, and excellence.

CWHBA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.