

Events Manager - Job Description

Reports to: Head of Operations

Level: Individual contributor

Associated ministry team(s): Special Events

Renaissance Church is a dynamic and multicultural non-denominational church in Harlem with more than 700 regular attendees. In the 10 years since Renaissance's inception, the church has grown exponentially. To effectively build upon this growth, our goal is to keep our church's rich DNA and culture while taking our church's organizational leadership to the next level.

Description

As our Events Manager, you'll be the architect of impactful experiences, reporting directly to the Head of Operations. You'll infuse our church's culture and mission into every detail, from concept to execution. This is a full-time, in-person role based in our beloved Harlem neighborhood, where you'll have the opportunity to make a tangible difference in the lives of our community members. Preference will be given to candidates with experience working in New York City.

What You'll Do

You'll be responsible for designing, producing, and coordinating a diverse portfolio of events that are central to our church's life:

- *Marquee Events (40%):* Lead the charge on our signature annual events, including our Easter and Christmas celebrations, Anniversary Sunday, Members' Dinner, Volunteer Appreciation, His Toy Store, and Church & Chill. These events are crucial for community building and outreach.
- *Pastor-led events (30%)* - Provide expert hospitality and logistical support for key pastoral initiatives like leadership retreats, staff gatherings, and (men's, women's, and marriage) ministry events.
- *Administration (20%):* Develop and maintain efficient event systems, manage budgets, and ensure thorough documentation, creating a streamlined and organized events pipeline.
- *Personal Engagement (10%):* Actively participate in the life of Renaissance Church, cultivating relationships and fostering your personal faith development.

Responsibilities include:

- Apply experiential design methods to translate marquee event vision into macro-level plans, identifying key event goals and success metrics (i.e. reach, attendance, special accommodations, volunteer "staffing" etc.).
- Collaborate across the organization to create a cohesive project plans that provides visibility into production progress. Own any run-of-show plan for marquee events, and use those plans to serve as the event's showrunner/producer.
- Foster lasting vendor relationships, including contract negotiations and day of coordination, and holds accountable to service expectation. Maintain a list of vendor and venue recommendations for overall staff use/reference.
- Arrange for necessary hospitality provisions (e.g. venue reservations and catering orders), based on the vision of and budget for the event.
- Manage Events budget, ensuring that all expenses are within the allocated amount and receipts are documented.
- Lead a team of volunteers to succeed at providing uplifting hospitality in the implementation of all events; equip team leaders for recruiting, proactive communication, scheduling, training, development, and day-of coordination.

- Be an approachable and helpful advisor for staff members who seek thought partnership regarding their events.
- Establish and maintain both a proficiency in digital productivity tools (esp. Google Applications), as well as a commitment to consistently work in, and the incorporation of digital platforms into core workflows (e.g., Slack, CCB).
- Be engaged in the life of the church through appropriate volunteer service and/or lay leadership
- Maintain (i) a deep and growing personal relationship with Jesus Christ, (ii) belief in the [tenets of Christianity](#), and (iii) personal commitment to emotional health.
- Maintain a standard of modeling [Renaissance Church's values](#), pursuing Renaissance's vision of connecting people to Jesus Christ and each other, and adherence to Renaissance Church's employee handbook (including periodic modifications), and an enduring interest in.

The preceding job description has been designed to describe the general nature and level of work performed by an employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the employee(s) assigned to this job. Other duties may be added, or this job description amended at any time.

We're Looking For Someone Who Is:

- **Deeply Committed:** Possesses a strong personal relationship with Jesus Christ and a commitment to emotional health.
- **Mission-Aligned:** Fully embraces Renaissance Church's mission of connecting people to Jesus Christ and each other.
- **Experienced & Proven:** Brings 5+ years of professional experience successfully planning and executing major events (100+ attendees) that drive mission impact and foster meaningful connections. Demonstrated ability to manage external vendors and internal stakeholders, ensuring every aspect of the event contributes to a seamless and values-aligned experience.
- **Budget Savvy:** Has experience managing annual event budgets in the \$100k range.
- **Hospitality-Driven:** Values creating welcoming environments and has a proven track record in coordinating and hosting events with a focus on direct service.
- **Collaborative & Independent:** Thrives in a small-team environment, adept at managing logistics independently while collaborating seamlessly with colleagues.
- **Proactive & Organized:** A self-starter with excellent time management skills, able to balance multiple responsibilities and adapt quickly in a fast-paced setting.
- **Relationship-Focused Communicator:** Possesses exceptional written and verbal communication skills, building strong relationships with both internal and external stakeholders.
- **Creative & Flexible:** Brings creativity, ownership, and flexibility to every event, ensuring it reflects our purpose and deepens its reach.
- **Responsive to feedback and eager to learn** from varied perspectives and experiences

Salary Range

The estimated salary range for this position is \$74,000 to \$95,000. Please note that the actual salary offered will be based on a wide range of factors, including relevant skills, training, experience, and education.

How To Apply

Interested candidates should submit a resume, a cover letter highlighting your relevant experience and interest for this role to jobs@renaissancenyc.com.

Benefits

- Health, Dental, and Vision insurance & Transit Benefits
- Flexible Spending Account (FSA)

- Paid Time Off (PTO)
- Retirement plan benefits with 401k matching
- Life insurance
- Paid family leave

Renaissance Church does not discriminate in employment opportunities or practices on the basis of race, color, national origin, physical or mental disability, age, or any other status protected by Federal, State or local laws, to the extent that those laws apply to religious organizations. Renaissance Church is a religious organization which reserves the right to apply religious and moral standards to its employment practices.