



# Four Pines Fund

## Event & Meeting Manager

### About Four Pines Fund

Four Pines Fund, established in 2023, is a philanthropic organization dedicated to expanding access to evidence-based suicide care to all who need it. Through strategic investments and partnerships, we aim to close the gap between what research demonstrates is effective and the care people typically receive. We are a “start-up” foundation with a big vision: a future in which all people experiencing suicidal despair can access high-quality care that reduces suffering and cultivates hope. We take a systems change approach to giving and invest in a variety of strategies including direct services, training, policy and advocacy, and research. We anticipate being one of the largest single sources of private philanthropic support in suicide care in Vermont and the U.S.

**Location:** Remote (Preference for candidates based in Vermont or DC)

**Contract Type:** Part-time, Contract

**Estimated Time Commitment:** 5 –15 hours/week, varies based on event schedule

**Contract Duration:** Ongoing, with projects scoped on a rolling basis

### Position Summary

Four Pines Fund is seeking a highly experienced and professional Event & Meeting Manager to lead the planning and execution of gatherings that advance our mission: transforming suicide care in the United States. This role is designed for a career event and meeting professional—someone who brings strategic insight, operational excellence, and polish to every aspect of convening design and logistics.

As a core partner to our team, you will manage all elements of internal and external events ranging from small site visits and board retreats to multi-day grantee convenings and funder engagements. You will work closely with senior staff and external stakeholders, ensuring each event reflects Four Pines Fund’s values and delivers a seamless, thoughtful experience for all participants.

This is a part-time, contracted remote position with flexibility based on the event calendar. We're looking for someone who can ramp up hours during high-volume periods and scale back when fewer events are underway. While the position is remote, Vermont-based candidates are preferred and travel may be required to support onsite events in locations outside of Vermont.

This is an exciting opportunity to work with a mission-driven, Vermont-based startup organization poised to have national impact. For the right candidate, this role could expand over time.

In this role, you will support several members of the staff in planning and executing events and will report to the Chief Executive Officer (CEO).

## **Key Responsibilities**

### **Plan and Deliver Exceptional Events**

- Meet with program staff to understand their event goals and preferences.
- Design experiences that reflect Four Pines Fund's values and mission. Ensure events are not only operationally excellent but also create meaningful connection, inspiration, and alignment among participants.
- Plan and execute internal and external meetings and events ranging from small meetings and retreats (5 –10 participants) to multi-day convenings of up to 50 attendees.
- Develop comprehensive event plans, including timelines, logistics and vendor selection.

### **Manage Logistics from Start to Finish**

- Conduct research and analysis to help with the venue selection process (Vermont, Washington D.C., Seattle, and other locations).
- Manage vendor relationships including food and beverage, A/V, lodging, and transportation.
- Coordinate calendars, travel and accommodations to ensure excellent experience for attendees.
- Facilitate event evaluations and reports.

- Utilize project management tools to create visibility of project details across the organization.

### **Support Clear and On-Brand Communications & Develop Systems to Increase Efficiencies**

- Create and manage event timelines and planning checklists.
- Work with program leadership and graphic designers to draft and produce event materials.
- Build and manage distribution lists and distribute event invitations, pre-event communications, and post-event follow-ups.
- Prepare meeting materials (agendas, name tags, packets, signage, etc.).

### **Lead Execution of (in person and virtual) Events:**

- Attend select events in person to oversee day-of logistics and ensure smooth execution.
- Oversee all A/V and tech related needs.
- Manage tech side of virtual events.

### **Manage Budgets:**

- Track and manage event budgets in collaboration with Four Pines Fund staff.
- Conduct research to benchmark and secure competitive rates.

### **Coordinate Across the Team and With Attendees:**

- Provide strategic guidance to staff on event formats and engagement strategies, drawing on professional best practices and emerging trends.
- Serve as the primary liaison between Four Pines Fund staff and event vendors/venues.
- Participate in regular planning check-ins with staff leading the event.
- Build and manage project management tools that provide visibility into timelines and deliverables.
- Manage communications with meeting attendees to ensure a positive experience throughout the event cycle - from registration to post event survey.

## Qualifications

- Minimum 5 years of experience in event or meeting planning, ideally in a mission-driven setting.
- Excellent project management and organizational skills with keen attention to detail.
- Strong written and verbal communication skills.
- Ability to travel to DC, Seattle, and other locations for in-person events (travel expenses covered).
- Strong organizational and time management skills and ability to manage others to a timeline.
- Strong budget management and negotiation skills.
- Proficient with tools like Google Workspace, Zoom, Doodle, Figma, and event management software (e.g., Eventbrite, Asana, Airtable, or similar).
- Demonstrated fluency with virtual event platforms and tools, and ability to troubleshoot technology during live events.
- Up to date on the latest technologies and trends in meeting facilitation, hybrid event planning, and collaborative tools.
- Ability to operate with high degrees of autonomy and professionalism, with exceptional judgment and problem-solving skills.
- Experience developing post-event impact reports and debriefs to inform future event strategy.
- Based in Vermont (preferred).

## Compensation

Hourly range is \$45 - \$75, commensurate with experience.

## Equity at Four Pines Fund:

Four Pines Fund is an equal opportunity employer. We believe that diverse teams lead to better solutions, creative thinking, and greater depth in experiences and perspectives. The Foundation strives in its hiring to ensure that candidate pools are diverse in terms of race, age, gender, sexual orientation, lived experience, socioeconomic background, ability, origin, and religion. We consider all applications equally and do not discriminate on the basis of race, ethnicity, age, religion, social class, national origin, marital and parental status, pregnancy, disability status, sexual orientation, gender, gender identity or expression, veteran status or political affiliation. We encourage individuals of all identities,

backgrounds, and experiences to apply, including those with lived experience of suicide. We know there are strong candidates who may not have all the qualifications listed above. If you have skills and experiences that would be an asset to the role, please apply.

## To Apply

Please send a cover letter and application to **info@fourpines.org**. Please include "Event Coordinator" and your First and Last Name in the subject line. For example, "Event Coordinator Jane Doe." Please label your resume and cover letter this way: Last Name, First Initial /Resume and Last Name, First Initial / Cover Letter. For example: Doe, J / Resume and Doe, J/ Cover letter.