



Events Manager Job Posting

Wisconsin Bike Fed is seeking an Events Manager to lead the planning, management, and execution of events throughout the year. The ideal candidate is collaborative, has excellent communication, organization and project management skills and is enthusiastic about cycling.

Ride Across Wisconsin 50%

The Events Manager will be the primary face of the Ride Across Wisconsin and the point of contact and coordination for the planning team. Specific duties include:

- Soliciting sponsorships and encouraging rider fundraising
- Taking the lead on weekly planning meetings
- Serving as the main point of contact for host communities, volunteers, participating riders and the media
- Managing the event timeline and budget in conjunction with Bike Fed executive director
- Working with Bike Fed executive director to create contracts for all participating vendors
- Helping to recruit, train and manage volunteers
- Collaborating on marketing and promotion efforts

Wisconsin Bike Week 20%

- Soliciting sponsorships
- Serving as the main point of contact for participating communities and the media
- Managing the event timeline and budget in conjunction with Bike Fed executive director
- Collaborating on marketing and promotion efforts

Fall Fundraiser/Gala 20%

- Soliciting sponsorships and auction items
- Serving as the main point of contact for venue
- Managing the event timeline and budget in conjunction with Bike Fed executive director
- Helping to recruit, train and manage volunteers
- Collaborating on marketing and promotion efforts

Event support 10%

Provide event support to current staff who take the lead on additional events throughout the year including: Outdoor Recreation Summit, Santa Cycle Rampage, Tour Of America's Dairyland and tabling at various rides, festivals and expos.

- Engage with fellow Bike Fed staff to coordinate event marketing
- Set up and take down displays and tents
- Interact with attendees at the event, share information about the Bike Fed
- Sell Bike Fed memberships and merchandise, handling money and tablet for credit card transactions

Qualifications for Events Manager

- Ability to work independently
- Knowledge of and comfort with ticketing and event management applications
- Incredible interpersonal skills
- Ability to juggle multiple tasks at once
- Ability to stand on your feet for at least 8 hours a day
- Carry heavy items up to 40+ lbs
- Ability to create marketing and event tracking materials
- Occasional weekend and evening availability, particularly during summer months
- Access to a vehicle to travel around the region or state
- Passionate about active transportation initiatives

Schedule and work location: A hybrid working environment based in our home office in Milwaukee. Work from home is allowed. Must be able to attend scheduled events, including in the evening and on weekends.

Compensation: This position is a full time salaried position. Salary range begins at \$50,000. Benefits including: Health Insurance, PTO and Holidays, and Simple IRA matching are available.

To apply: send resume to info@wisconsinbikefed.org with name and position applied for in the subject line by December 15, 2023.

The Wisconsin Bike Fed is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin and any other protected status.