



Contractor Position: Events Contractor

Main Contacts: Special Events Manager & Chief Philanthropy Officer

Timeframe: November 2026 – April 2027

Contract: \$15,000-17,500

POSITION SUMMARY

This position provides leadership to the planning and execution of Second Helpings' fundraising events including Tonic Ball, Souper Bowls, and Corks and Forks. From managing volunteer committees, creating event timelines and budgets, and working with outside vendors, this role oversees event logistics and ensures completion from A to Z. **This is a temporary position to provide coverage during employee maternity leave and the contract will end mid-April, 2027.** Minimum weekly hours are expected to be ~20, with additional hours leading up to each event. Contractor will meet twice/month with Chief Philanthropy Officer in person at Second Helpings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Tonic Ball (Friday, November 20, 2026)

Annual non-traditional fundraising event held in Fountain Square with over 300 local musicians covering music of iconic musicians at 5 different venues. The event includes a sponsor experience with roughly 600 guests and the event overall has 2,500 attendees.

- Coordinates overall event details with Second Helpings staff, vendors, volunteer committees, and volunteers to ensure completion
- Attend committee meeting(s) after hours if needed
- Attend staff pre- and post-event meeting
- Assist Special Events Manager with final execution of this event and all event-day coordination (event day alone can be up to 18 hours)

Souper Bowls (Saturday, February 6, 2027)

Annual fundraising event hosted at Second Helpings featuring 10-12 local chefs serving sample sized portions of soup to 500 guests.

- Develops and manages event timeline and budget, including ticket sales, and marketing plan
- Coordinates ticket sales and distribution and tracking of sponsor tickets
- Responsible for all event chef communications including solicitation
- Obtains all event permitting
- Coordinates overall event details including run of show, floor plans, decor, etc. with Second Helpings staff, and volunteers to ensure completion
- Solicits in-kind and cash sponsorships to support the event in coordination with the Director of Donor Engagement where appropriate
- Attend pre- and post-event staff meeting

- Attend at least one pre-event walk through with Chief Program Officer
- Attend event and handle all event-day coordination including day-before set up (event day is expected to be at least 8 hours)

Corks and Forks (March or April, 2027)

Annual food and beverage tasting fundraising event held at Gainbridge Fieldhouse. Event includes 20+ local chefs and a variety of beverage providers all serving samples of their finest offerings to about 1,000 guests. Event also includes a bourbon pull, large silent auction, sponsor experience, and more.

- Engage, recruit, and manage relationships with Corks and Forks committee members to develop annual foodie tasting event benefitting Second Helpings with around 1,000 attendees annually
- Coordinates with Pacers Sports & Entertainment for an event date in spring
- Develops and manages event timeline and budget, including ticket sales, marketing plan, and silent auction item procurement
- Manage any interns that support the planning and operations of this event
- Plans and manages calendar of committee meetings and agenda to be covered
- Coordinates ticket sales and distribution, tracking of sponsor tickets and VIP credentials, and other sponsor benefits
- Conducts outreach and plans for silent auction solicitation for staff, board and committee members
- Responsible for all event chef/bartender communications including solicitation
- Obtains all event permitting and secures contracts with venue
- Coordinates overall event details including run of show, floor plans, decor, musicians, etc. with Second Helpings staff, vendors, volunteer committees, and volunteers to ensure completion
- Manage and confirm all vendors for event
- Solicits in-kind and cash sponsorships to support the event in coordination with the Chief Philanthropy Officer and Director of Donor Engagement where appropriate
- Attend and help lead committee meetings
- Attend 1-2 site visits at Gainbridge
- Attend/help lead pre- and post event staff meetings
- Attend event and handle all event-day coordination plus any pre-event set up (event day is expected to be up to 18 hours)

Additional Responsibilities

- Conduct post-event surveys for audience attendees and sponsors to ensure continued satisfaction.
- Record donor actions in donor database in a timely fashion.
- Work with Marketing and Communications Manager to maximize event and sponsor exposure.
- Work with staff Graphic Designer on design elements.
- Perform other duties as assigned.

- Assist with pop up events as needed.

CORE COMPETENCIES

- Enhanced interpersonal skills including the ability to work with donors, board members, volunteers, and high-profile community partners in a friendly manner face-to-face, via email, and over the phone
- Strong writing skills, grammar, attention to detail, and ability to follow through on projects
- Proven event project management experience
- Excellent attention to detail and organizational skills
- Knowledge of fundraising/nonprofit sector, experience in working with donors and high-profile constituents
- Ability to speak effectively in public and one-on-one settings
- Knowledge of Salesforce donor database a plus
- Ability to work independently and as a team player
- Ability to maintain confidentiality

CONTRACTOR REQUIREMENTS

- At least 2-3 years of proven event management experience in a nonprofit setting.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to remain in a stationary position for lengthy periods of time.
- Must be able to move up to 25 lbs.
- Repetitive motions sitting at a computer keyboard.
- This position requires evening and weekend work commitments.
- Parking and lunch are provided when working onsite at Second Helpings.

Organization Description

Each day, Second Helpings volunteers and staff rescue prepared and perishable food from wholesalers, retailers and restaurants — preventing unnecessary waste. That rescued food is used to create nearly 6,000 nutritious meals each day that are distributed to over 220+ nonprofit agencies that serve people in need.

The Second Helpings Culinary Job Training program trains disadvantaged adults for careers in the food service industry. This helps eliminate hunger at its source. More than 1,100 adults have graduated from this program, and Second Helpings alumni are now working in Central Indiana as cooks, executive chefs, business owners and culinary instructors.

To apply: Submit 1-2 page narrative summary of your relevant experience and why you're interested in this contracted role at Second Helpings to bmalkemes@secondhelpings.org by October 16.