



Executive Engagements Manager

Position Title: Executive Engagements Manager

Location: Chico, Sacramento, or Bay Area

FLSA Status: Full-time, Exempt

Reports to: President & Director of Communications

Pay Scale: \$70,000-\$75,000 annually with generous benefits

A thriving future for California's environment and communities requires bold vision, creative problem-solving, and relentless determination. This is a critical decade for action and River Partners is growing our team of talented, dedicated change-makers to meet the challenge head on. Join us!

Who We Are

A tenacious nonprofit founded in 1998, **River Partners brings life back to California rivers**. We advance an innovative model of conservation that harnesses the power of restored riverways to create a thriving future for the state's environment and communities.

Blending modern farming practices, cutting-edge science, and diverse alliances, River Partners reforests and reconnects river landscapes and critical wildlife corridors at an unprecedented pace and scale. We've restored more habitat along impaired California rivers than anyone else in the western U.S., having led hundreds of projects across nearly 20,000 acres throughout California. Our efforts result in a suite of tangible wins for struggling wildlife, flood safety, climate resiliency, water conservation, healthy communities, and strong local economies.

We are growing fast and looking for passionate team members to help us increase our pace and scale of restoration.

Why We Do It

Healthy rivers are essential for a vibrant California. They provide fresh water for growing our food, economy, communities, and wildlife found nowhere else. Rivers support more species and in greater numbers than any other ecosystem in California—making our state a worldwide biodiversity hotspot. Yet just 5% of our native riverside habitat remains. What's left needs reviving.

The actions we take during this decade will decide California's future. With their exponential benefits for wildlife, natural resources, and communities, healthy rivers are critical for a flourishing Golden State for generations to come.

Why You Should Join Us

River Partners offers competitive salaries and benefits, including comprehensive health care insurance, flexible spending accounts, a 401(k) plan with immediate employer matching, paid time off, life insurance, disability coverage, employee assistance programs, and other well-being benefits.

We're proud of our supportive culture and focus on work-life balance.

Position Description

The Executive Engagements Manager plays a pivotal role in advancing River Partners' mission by planning, executing, and supporting high-level organizational and fundraising events and Board of Directors functions. This position requires exceptional judgment, discretion, and project management to engage with a range of large corporations, private foundations, individual donors, and other audiences critical for advancing the organization's impact, as well as River Partners' growing Board of Directors. The Executive Engagements Manager will partner directly with River Partners' President to manage board relations, including coordinating board meetings, schedules, materials-development, off-site events, and administrative support. The successful candidate will excel at managing multiple complex projects simultaneously, often under tight deadlines, while ensuring seamless execution and outstanding experiences for all stakeholders.

Supervisory Responsibilities

This position has no direct supervisory responsibilities but collaborates closely with River Partner's President, Director of Communications, Director of Advancement, Board of Directors, Leadership Team, cross-functional staff, and external partners to plan and implement events and activities with high-profile participants.

Essential Functions and Responsibilities

Events & Engagements Management

- Plan, coordinate, and execute organizational events engaging corporate, foundation, board of directors and individual supporters.
- Manage logistics for site tours, cultivation events, briefings, and other high-profile gatherings, ensuring an exceptional guest experience.
 - Annual events include:
 - Major annual organizational gathering that brings together all team members from across the state for a multi-day event of learning and team-building at an offsite location
 - Up to a half-dozen large, 40-person corporate and foundation site visits statewide
 - Up to a half-dozen smaller events (10-30 guests) such as donor briefings, dinners, or site tours.
 - Special VIP engagement as needed for ad-hoc visits by government agencies, elected officials, or press
- Partner with River Partners' Communications and Advancement teams to produce compelling event materials and messaging aligned with organizational priorities.

- Anticipate challenges and troubleshoot in real time to ensure events run seamlessly.

Board Support

- Work directly with the President to plan and coordinate meetings of the Board of Directors, including logistics, schedules, meeting materials, catering, and off-site venues.
 - Plan and coordinate four board meetings annually, including at least one off-site retreat, plus committee meetings throughout the year.
 - Support multiple board subcommittees (Finance, Advancement, Governance, etc.), often monthly or quarterly, including scheduling, materials, minutes.
 - Occasionally held at partner locations, donor sites, or restoration project areas, requiring travel and additional logistics.
 - Manage preparation and timely distribution of comprehensive board packets (often 30+ pages), agendas, presentations, and follow-up materials.
- Partner with the President to oversee board governance logistics, scheduling, and communications.
- Serve as a primary point of contact for board members and their staff regarding meeting details, travel, and scheduling needs.

Project Management and Administration

- Develop and manage detailed project plans for events and board activities, including timelines, deliverables, budgets, and evaluation.
- Coordinate across River Partners teams to align staff, leadership, and partner contributions to events and board-related activities, including maintaining centralized calendars to help coordinate activities across multiple internal teams
- Track expenses, contracts, and deliverables to ensure financial and operational accountability.
- Maintain meticulous records and systems for scheduling, board materials, and event management.

Required Knowledge, Skills, and Abilities

- Exceptional interpersonal skills and ability to work effectively with board members, donors, executives, and other prominent stakeholders.
- Highly detail-oriented with proven project management skills and ability to manage multiple priorities simultaneously.
- Strong organizational, written, and verbal communication skills, with discretion handling sensitive and confidential information.
- Demonstrated success coordinating professional events for corporate, foundation, and philanthropic audiences.
- Calm and professional under pressure; able to anticipate needs and solve problems proactively.
- Proficiency with Microsoft Office Suite, project management tools, CRM or donor databases, web-based content-management systems, communications platforms such as Constant Contact for direct audience outreach.

- Commitment to River Partners' mission and values.

Qualifications

- Bachelor's degree in event management, communications, nonprofit management, or a related field.
- Minimum of 3–5 years of experience in event planning, project management, or executive/board support roles.
- Experience coordinating events of a range of sizes for high-level stakeholders, including corporations and board members.
- Proven track record of managing multiple complex projects with precision and success.
- Based in Chico, Sacramento, or the Bay Area, with the ability to travel to River Partners offices, board meetings, and event locations throughout the state as needed.
- Driver's license with no restrictions.

Location

This position is based in Chico, Sacramento, or the Bay Area. Flexibility to work occasional evenings or weekends in support of events and board meetings is required, along with the ability to travel to River Partners offices and event sites across California.

To learn more about River Partners leading approach to restoring California ecosystems, please visit our website: <http://riverpartners.org>

To Apply

Please submit a cover letter, resume, and contact information for three references to the link below

[Careers at River Partners](#)

For questions regarding your application, please contact Human Resources at jobs@riverpartners.org.



River Partners is an Equal Opportunity Employer.

River Partners is an Equal Opportunity/Affirmative Action (EEO/AA) Employer. All qualified applicants will receive consideration without regard to race, color, national origin, sex, sexual orientation, genetic information, gender identity, religion, age, status as a protected veteran, status as an individual with disability, or any other protected group status or non-job-related characteristic as directed by law.