Manager, Event Logistics

POSITION SUMMARY
The Manager, Event Logistics is responsible for the planning, coordination, and logistics of all Council on Foundation’s in-person, virtual, and hybrid conferences, events, and meetings. The Manager will execute an estimated 30+ events per year, ranging from board meetings, workshops, leadership development, summits, conferences, and more. The Manager will collaborate closely with other Council departments to ensure business needs and quality standards are fulfilled.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed within are a representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required.

PRIMARY JOB DUTIES AND RESPONSIBILITIES
- Meet objectives in all stages of event planning, design, and production of all in-person, virtual, and hybrid events.
- Manage planning and execution logistics for all Council events and meetings, including workshop portfolio, leadership development portfolios, conference and events portfolios, and board meetings.
- Develop and maintain guiding principles for effective event planning and site meetings.
- Monitor trends and conduct industry research to ensure best practices and opportunities to increase efficiencies to minimize meeting and event costs.
- Develop RFP criteria for site and service providers for larger convenings.
- Research, analyze, and report results of RFP to determine recommended meeting sites and services.
- Coordinate with Convention Visitor Bureaus (CVB), if needed.
- Conduct site visits and direct planning meetings for all Council meetings, large convenings, and events.
- Supervise site selection and essential suppliers for various meetings.
- Select general services contractors, registration, housing, audio-visual & presentation management services, and all other essential suppliers, or single solution provider.
- Negotiate hotel, venue, and vendor contracts for all meetings and ensure contract fulfillment as required.
- Support Director, Events & Programs to develop planning committees for events.
- Collaborate with Marketing team on branding, materials, and promotion of Council events.
- Collaborate with internal teams to determine appropriate structure for the event experience.
- Collaborate with the Vice President of Programs & Peer Engagement and the Director, Events & Programs in conducting vendor research and determining event staffing needs, including bidding, and hiring of temporary personnel.
- Act as liaison for vendors and programming team to ensure project coordination and meeting deadlines are fulfilled.
- Manage internal and external conference and meeting shipments.
- Manage compliance with all insurance, legal, health, and safety obligations.
- Manage issues and troubleshoot emerging day-of-event matters.
- Contribute to overarching organization goals by participating in cross-functional working groups.

QUALIFICATIONS
- Bachelor’s degree preferred.
- 5-7 years’ experience in marketing, event planning or hospitality management.
GENERAL SKILLS AND COMPETENCIES

- Excellent project management skills including planning, logistics and program management with ability to meet deadlines.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills, ability to listen well and positively represent the organization and its mission.
- Strong attention to detail and accuracy.
- Ability to retain confidential information.
- Ability to identify and solve problems efficiently and quickly.
- Ability to manage many and/or differing tasks and maintain productivity.
- Ability to work independently and as part of a diverse team.
- Ability to work effectively and positively with a range of individuals and working styles, and with people at all organization levels including staff, board members, foundation officers, donors, and vendors.
- Knowledge of and ability to implement online and virtual training applications.
- Proficient skill in Microsoft Office 365 applications.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position operates in a professional office environment and routinely uses standard office equipment.
- The ability to sit, stand or walk for long periods of time (8+ hours/day).
- The ability to lift up to 20 lbs. (with or without assistance).
- The ability to push, pull, bend, kneel, reach, stoop, and crouch.
- Specific vision abilities required by this job includes near, far, peripheral and depth and ability to adjust focus (with or without the use of corrective lenses).

TRAVEL REQUIREMENTS

- Ability to travel up to 30% domestically, including overnight trips.

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Activities, duties, or responsibilities may change at any time with or without notice. The requirements listed above are representative of the knowledge, skill and/or ability required.

SALARY AND BENEFITS

- The salary hiring range for this position is $67,000 - $73,000 and is commensurate with experience.
- We offer a generous benefits package, including health, dental, vision, life, and disability insurance and a 403(b) plan with a 7% employer contribution.
- We also offer 13 paid holidays, 2 floating holidays per year, 20 vacation days per year, paid time off the week between December 25th and January 1st, and 10 sick days per year.

HOW TO APPLY

Please send your resume to mia@chisholmconsultingllc.com

Please note that due to the high volume of resumes we receive, we are unable to respond to all candidates.
The Council on Foundations does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in a professional organization, retaliation, parental status, military service, or other non-merit factors.

We embrace diversity and equal opportunity in a very serious way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills; the more inclusive we are, the better our work will be.