



*Enlighten, Inspire and Connect Leaders*

## **Events Manager**

### **Position:**

Leadership Center for Excellence seeks a full-time **Events Manager** to join its dynamic team, as we begin to celebrate our 20<sup>th</sup> Anniversary year.

### **How to Apply:**

Deadline: Position open until filled. Candidates must email a cover letter, resume, and salary history and requirements to [jobs@leadercenter.org](mailto:jobs@leadercenter.org) with "Events Manager" in the subject line. Phone calls WILL NOT be accepted.

### **Who We Are:**

Leadership Center for Excellence (LCE), founded in 1998, is a non-profit organization located in Arlington, VA, and focused on leadership development with more than 1,600 members graduated from its leadership programs. We develop and train leaders through programs, events, and trainings nationwide. We work toward building the leadership for the future, developing connections between the business, nonprofit, and public sectors, and participating in balancing community dialogue for the common good. We have a small office staff with a "family" atmosphere. The work atmosphere is high energy, fast paced; never dull. Additional information may be found at our website: [www.leadercenter.org](http://www.leadercenter.org).

### **Purpose and Description:**

Under the supervision of the Director of Development, the Events Manager will directly support the conceptualization, development, and execution of both internal and external events for the Leadership Center for Excellence. Responsibilities for this position include (but are not limited to):

### **General Events Management**

- Management of all events from planning to execution and evaluation, including the annual fundraiser Monte Carlo Night (with silent and live auction) and other major events or trainings, such as Leaders Accelerate! (conference style set-up for 400 attendees), 40 Under 40 Awards, Leadership Legacy Awards, Legislative Breakfast, and Volunteer Arlington offerings
- Will serve as an integral part of a team for 20<sup>th</sup> Anniversary celebration and associated events and programming
- Management and oversight of Monte Carlo Night Volunteer Auction Committee including preparation of auction materials needed for solicitations, inputting auction items, follow-up tracking, preparation of bid sheets and displays, and reporting on goals and progress to committee and staff
- Manage volunteers for events, including identifying adequate needs, soliciting volunteers, securing their availability, and training them for event needs both in advance and onsite
- Oversee logistical needs for all LCE events and programs; tasks may include packing and unpacking of materials, setting up display areas onsite, refilling beverages, shopping for food and supplies, and tearing down event areas onsite
- Adhering to the event budget set forth by the Board and managing the overall event budgets, recording donations and presenting final event reports to the staff and board



*Enlighten, Inspire and Connect Leaders*

- Manage vendor relations which include research, site visits, cultivating relationships, and negotiation of contracts for space, food, beverage, supplies, audiovisual equipment, etc. for hotel and other major event contracts
- Manage room layouts and coordinate set-up logistics with vendors and venues as well as manage day-of-event timelines and agendas
- Support the Director of Development with other volunteer committees and prepare materials and provide meeting set up as needed for success
- Manage event timelines in Asana (collaborative project management software) and ensure that thoughtful due dates are assigned to other teammates and tasks are completed as far in advance as possible

### **Registration**

- Manage event-related databases, such as GreaterGiving Auction and CiviCRM registration pages
- Responsible for tracking revenue targets and reporting out progress while working in tandem with marketing staff to ensure that visibility is maximized to the appropriate audiences
- Manage and maintain registration lists for all events, including recording registrations, importing data into the CRM, generating invoices in Quickbooks, refunding credits when needed and notifying bookkeeper, and overseeing nametags with reviewing materials for necessary ribbons and correct spellings
- Oversee onsite registration onsite, including manage of set up and tear down of a welcoming environment that demonstrates excellent customer service, has staff in place to answer and field questions/concerns of attendees during the registration process, and analyzing the process to enhance for future events

### ***Other duties as assigned***

The successful candidate will interface regularly with members and non-members and must have the highest level of professionalism. The Events Manager will be a critical member of our staff in assisting us to meet the growing needs of the mission. Morning, weekend, or evening hours are required, typically at least twice a month or more.

### **Requirements:**

- Bachelor's degree with five or more years of progressively responsible experience in the area of special events project management
- Special preference will be given to those with fundraising, auction, gala, and conference planning experiences, especially in a nonprofit setting
- Proven track record of organizing, managing multiple projects, and working collaboratively to meet deadlines in a busy office environment
- Volunteer management experience required
- Owning and operating a car required to travel to events and programs

### **Skills needed to perform the job:**

- Self-sufficient, critical thinking

4420 N. Fairfax Drive · Suite 102 · Arlington, Virginia 22203

P (703) 528-2522 · F (703) 528-9552

[www.leadercenter.org](http://www.leadercenter.org)



*Enlighten, Inspire and Connect Leaders*

- Excellent organizational and communications skills (both oral and written)
- Ability to meet deadlines
- Attention to detail, precision, accuracy
- Professional demeanor
- Enthusiasm and dependability for customer service
- Technology-savvy
- Demonstrated skill in Microsoft Office Suite products

**To fit into the LeadershipCE culture you must be:**

- Able to think independently yet also on a team
- Self-motivated with a “can do” attitude
- Able to adapt to a fast-paced environment
- Highly organized, proactive and flexible
- Practitioner of flawless ethical behavior, professionalism and confidentiality
- Dedicated to the organization’s mission

**Physical demands:**

- This is not strictly a desk job. Applicant will be on his/her feet and moving at walking speed for prolonged periods of time for events and programs
- Project management includes using hands to type, handle or feel objects, tools or controls; talking to and hearing customers on the phone and reading documents
- Be able to set up event areas and furniture, such as tables and chairs
- Lift and/or move up to thirty (30) pounds (or more on occasion with support from teammates)

**Benefits**

- Healthcare
- Matching 401(k) program after one year of employment
- Vacation and sick leave allowance