

**Title:** Project Manager, Events

**Classification:** Exempt

**Salary Range:** TBD

**Job Location:** Remote OR WBENC Headquarters, Washington D.C.

**Reports to:** Senior Director, Events

### **Position Description**

The Project Manager, Events is responsible for the support of WBENC events, including, but not limited to, exhibitor relations, logistics, sponsorship fulfillment and vendor management. The PM will assist on site evaluations, recommendation proposals, RFP execution, research on venues and will also support special projects as needed across the organization.

In addition to supporting the national events you will have the opportunity to work cross-functionally in supplementary projects. We think this approach keeps our team strong and dynamic, flexing to support each other throughout the year. These supplementary projects could include, but are not limited to, supporting programs such as Women of Color, Women Owned in Retail, or NextGen.

### **Qualities and Qualifications:**

- Strategic thinker that can look at a complex matrix of requirements, weigh the various solutions and present recommendations for proceeding.
- Exceptional attention to detail, forward thinking with strategy and tact. Ability to keep projects on track and re-set the priorities if needed.
- Analyzing data to find solutions and identify patterns and apply those findings to the project.
- Ability to craft primary and secondary plans for execution.
- Ability to quickly adapt to new technology, like zoom and other virtual event platforms. Ability to work with and support those who are not tech savvy.
- Ability to perform on a small, fast-moving team.
- Excellent communications skills both internal and external. Ability to enforce deadlines in a professional and supportive but firm way.
- understandability to recognize when to reach out for support when navigating nuanced political interactions.
- Comfortable speaking up and making recommendations and creating process improvements.
- Completion of tasks in a timely manner with high standards of quality.,

- Excellent time management with the ability to push back on requests when appropriate.

### **Essential Functions**

1. Collaborate with events team to ensure outstanding event execution and deliverables.
2. Manage, facilitate, and track exhibitor communications and placement. This includes communicating directly with all exhibitors, the general contractor and registration team, managing booth placements and exhibitor directories.
3. Collaborate with other WBENC staff to ensure their responsibilities for the events are on track, providing assistance as needed.
4. Provide input and support to committees on an as needed basis to ensure alignment of the operating plan and communications.
5. Represent WBENC at various events as needed, promoting and articulating the benefits of WBENC.
6. Collaborate on and contribute to other special projects as needed.

### **Competencies**

1. Customer/Client Focus
2. Strategic Thinking
3. Problem Solving/Analysis
4. Communication Proficiency
5. Relationship Management
6. Decision Making
7. Time Management
8. Organizational Skills
9. Teamwork Orientation
10. Technical Capacity
11. Executive Presence

### **Supervisory Responsibility**

This role does not currently have any supervisory responsibility.

### **Work Environment**

This role may either be based in the Washington DC office or remote. A remote worker must have a dedicated home work space. You would also be required to travel at least 4 times annually to national events across the U.S.

**Physical Demands**

The majority of the time you will be working primarily on your computer at a desk. During the onsite events and occasionally in the office, you will need to be able to stand for extended periods of time, walk extensively, and lift up to 50 lbs.

**Position Type/Expected Hours of Work**

This is a full-time position, and your hours of work would generally be Monday through Friday, 9:00 a.m. to 6:00 p.m. EST. However, hours will vary depending on projects, events and travel.

**Travel**

This position requires up to 20% travel.

**Required Education and Experience**

- Bachelor's Degree in Marketing, Event Planning or related field
- 2-4 years' experience in an Event Management role or similar programs role
- Excellent database management skills
- Experience in event management

**Preferred Education and Experience**

1. CMP or similar certification
2. 2-3 years' experience in an event management role.

**Additional Eligibility Qualifications**

The individual selected for this position will join a team dedicated to providing outstanding service to women business owners, corporations, women's business organizations and the general public. Therefore, candidates for this position should possess the following skills and attributes:

1. Proficiency in Microsoft Office Suite, Teams, Airtable, Basecamp, and event management software
2. Excellent written and verbal communications skills

3. Proven ability to successfully manage several projects/initiatives simultaneously
4. Proven ability to adapt to changing priorities and respond accordingly

**EEO Statement**

WBENC is an Equal Opportunity Employer and provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, WBENC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**Other Duties**

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 job. Duties, responsibilities, and activities may change at any time with or without notice.