

## Events Manager

The **Events Manager** works to support and guide all team members as they lead events, as well as support on special projects and initiatives. Specifically, the events manager will be responsible for the planning and execution of the organization's events and convenings across the country. NIET is seeking an individual who has direct experience managing event logistics, managing projects and can excel in a fast-paced environment.

Applicants must have event demonstrated ability to lead large-scale (1,000+ attendees) events from start to finish, including hotel scouting to post-event report. Applicants should enjoy working as part of a team but be independently motivated to plan and produce on time and within budget.

### **Job responsibilities include, but are not limited to:**

- Plan and manage all logistics for NIET events, meetings, and convenings
  - Develop, implement, and monitor project plans for all logistics of each event
  - Identify and foster relationships with venues and vendors (e.g. AV, production, catering, parking, printing)
  - Create and submit request for event related proposals (RFP's) and secure and negotiate contract terms with venues and vendors post RFP process
  - In partnership with the CEO and CFO, review and manage vendor contracts related to executing events
  - Manage all on-site logistical support, including but not limited to coordination with hotel team/event host team, registration set up/tear down, distribution of materials
  - Oversee registration development, launch, and monitoring leading up to the event as well as onsite of the event
  - Provide speaker coordination, communication and other VIP logistical support leading up to and during each event
  - In coordination with the communications team and each event work teams, compile needed resources and materials for all events
  - Manage interns, volunteers, and other team members to support leading up to and during events
  - In partnership with the CFO, create and manage a budget for each event
  - Develop communication for event attendees to ensure they have a positive experience at all NIET events
- Manage or support special projects across the organization's work

### **Strong applicants will be able to show:**

- Earned bachelor's degree is required
- At least three years of progressive experience with event planning of large event (1,000+) required; Certified Meeting Professional and experience serving as lead planner preferred

- Extraordinarily high attention to detail
- Exhibit NIET's core values of excellence, teamwork, enthusiasm, student-outcomes focus, and agility
- Proven experience managing multiple tasks simultaneously
- Demonstrated ability to think in innovative ways and the ability to communicate with a variety of audiences
- Demonstrated ability to problem solve in the moment and pro-actively consult with other team members as appropriate
- Strong communicator and listener with a demonstrated ability to build trust and strong relationships with both internal and external stakeholders with a focus on customer service
- Strong command of technology skills is required, and candidates must be highly proficient with Microsoft PowerPoint, Word, and Excel
- Demonstrated an ability and willingness to learn new technology programs as adopted by NIET to improve event management and logistics

**Location of the Position:** Scottsdale, Arizona

**To Apply:**

Please submit a resume/CV and cover letter to [jobs@niet.org](mailto:jobs@niet.org).

*No phone inquiries please.*