



JOB DESCRIPTION – Manager, Events

ABOUT US

The Climate Leadership Initiative (CLI) connects philanthropists to the resources they need to advance a healthy and more equitable world. When working with CLI, philanthropists will get started quickly, receive tailored guidance on high-impact solutions, and engage with our network of peers and world-class climate experts.

SUMMARY

As the Manager, Events, your success will be measured not only by your ability to keep all event stakeholders informed and engaged but also by your capacity to support our Director, Events in all aspects of event planning and execution. If you are a proactive, organized, and creative individual passionate about creating unforgettable event experiences, we invite you to join our team and contribute to our continued success.

MANAGERIAL RESPONSIBILITIES

This role does not have any managerial responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Events Project Management (50%)

- **Streamline Collaboration:** Efficiently inform, align, and facilitate communication among all event stakeholders, ensuring a clear understanding of tasks, timelines, and deliverables.
- **Organize Documentation:** Maintain meticulously organized schedules, calendars, project management tools, meeting notes, and agendas, guaranteeing that all project-related information is readily accessible and up to date.
- **Archive:** Establish and maintain a comprehensive archive system to preserve valuable event-related data, facilitating historical references and future improvements.

Event Logistical Support (30%)

- **Event Planning Support:** Collaborate with the Director of Events to support the implementation process, from conceptualizing event ideas to gathering quotes, and conducting vendor research, and outreach, thereby contributing to the development and implementation of event planning.
- **Financial Stewardship:** Ensure the smooth operation of event budgets by maintaining and reconciling expenses.
- **On-Site Excellence:** Execute on-site event support tasks with precision and a keen eye for detail, proactively ensuring events run seamlessly and exceed expectations.

Event Material and Communications Strategy Support (20%)

- **Strategic Content Development:** Support the Director of Events in crafting strategic event materials that enhance participation and excitement, including first drafts of invitations, follow-up guest communications, and event briefs.
- **Engagement Enhancement:** Develop event copy designed to engage and excite attendees, ensuring that each communication piece aligns with the overall event strategy.
- **Clear Messaging:** Work closely with the content team and the rest of the stakeholders to maintain clear, consistent messaging across all event materials, cultivating a unified and compelling event narrative.

SUCCESS CRITERIA

Passionate Project Manager: A genuine passion for project management and superb attention to detail, driven by a deep commitment to excellence in every aspect of event planning and execution.

Positive and High-Energy: Bring a positive, high-energy approach to the team and events, infusing enthusiasm and a "Yes, we can!" attitude into every project.

Adaptability and Humble Attitude: A successful candidate should be adaptable and willing to tackle various tasks, whether it's organizing and printing name tags, setting up event equipment, or carrying boxes. A humble attitude and a strong work ethic are essential for ensuring the smooth running of our events, regardless of the task at hand.

Collaborative and Responsive Team Member: Adept at working closely with the Events Director to ensure seamless event execution. Demonstrates a keen sense of collaboration and adaptability in aligning with leadership direction. Thrive in a collaborative environment, working seamlessly with cross-functional teams to achieve event success and exceed expectations.

QUALIFICATIONS

Skills, and Abilities:

- **Communication:** Strong verbal and written communication skills to interact with team members effectively, follow up on action items, and clarify meeting notes with team members. Strong note-taking and organizational skills.
- **Organization:** Exceptional organizational skills to manage multiple tasks, deadlines, and details simultaneously.
- **Problem-Solving:** The ability to quickly identify and resolve issues that may arise during event planning and execution.
- **Time Management:** Efficient time management skills to ensure tasks are completed on schedule.
- **Adaptability:** The flexibility to adapt to changes and unexpected challenges that may arise during events.
- **Attention to Detail:** A keen eye for detail to ensure that all aspects of an event are executed flawlessly.
- **Data Analysis:** Analytical skills to assess the success of events through data analysis and feedback evaluation.

Education and Experience

- Demonstrated expertise in event management, gained through 3-6 years of hands-on experience in planning and executing a diverse range of events.

WORK ENVIRONMENT

This position operates in a remote (East Coast) or hybrid (San Francisco) work environment. This role routinely uses web meetings in daily work. Expected percentage of travel (10%) and the potential for weekend travel and long working hours during event executions.

COMPENSATION

The salary range for this position is \$108,000 - \$118,000.

EMPLOYMENT PRACTICES

At the Climate Leadership Initiative, we value diversity and always treat all employees and job applicants based on merit, qualifications, competence, and talent. We do not discriminate on the basis of or traits historically associated with race, color, religion, religious creed, national origin, ancestry, citizenship, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, domestic violence victim status, political affiliation, and any other status protected by state or federal law.