

**Position Announcement**

**Senior Manager, Event Production**

***Must be based in the New York City Area***

Confluence Philanthropy advances values-aligned investing. Our mission is to transform the practice of investing by aligning capital with our community's values of sustainability, equity, and justice. We support and catalyze a community of private, public and community foundations, families, individual donors, and their investment managers representing more than \$70 billion in philanthropic assets under management, and over \$4 trillion in managed capital. Confluence is an international organization, with the majority of members based in the U.S., with others in Europe, Canada, and Latin America.

**Are you an ambitious, detail-oriented mid-career professional that believes that building constructive community creates positive social change?**

**Confluence Philanthropy's** Senior Manager, Event Production (SME), produces membership events while helping enhance the member experience. Confluence produces two multi-day conferences per year for 150 - 350 attendees, and approximately 15 virtual events per year. The Senior Manager, Event Production acts as a liaison between content curation and event execution by supporting the Program Team and the Chief External Officer (CXO). Importantly, the SME manages event execution by leading work planning, run of show, and exceptional event delivery. Example responsibilities include venue prospecting, catering management, onsite technology management, room configuration planning, overseeing registration processes, speaker coordination, event budgeting oversight, production and procurement of materials, and staging preparations. The SME is a hands-on, event planning role at the center of executing high quality events for our membership. This is an excellent opportunity for a multi-talented leader building a career in high – touch event planning and production.

**Reports to:** Vice President of Programs

**Compensation:** \$85,000 - \$95,000 plus full-time benefits and generous vacation

**Location** In office, New York City. Must be available weekdays starting at 9:00 am – 5:30pm pm (anticipate shorter summer hours), and in office four days per week. The SME is expected to attend both annual conferences and other events as requested.

**Responsibilities:**

**Event Management and Promotion (50%):**

The SME leads overall event production and coordinates event-operations logistics across the Confluence team. Working closely with the VPP, the SME crafts event production from conception to execution. An attention to community-building is a big part of this leadership role.

Responsibilities include: managing the event calendar, webinar tech support, compiling event materials, event budget management, and coordinating post-meeting follow-up.

**Annual Conferences Manager (30%):**

Support the Program Team in annual conference management and planning. Duties include notetaking in planning meetings, building production workplans, coordinating logistics, sourcing venues and vendors, assisting with onsite logistics, procuring, prepping and shipping event supplies, supporting event management consultants with run of show.

**Organizational Systems and Management (10%):**

Guide the Program Team in creating event workplans and support the team to aid their execution of event and grant deliverables.

**Earned Revenue & Financial Management (10%)**

The SME will strategize with the Program Team in harnessing the business model to increase earned revenue, aid in the event budget process with support from the CXO and carefully manage event expenses to adhere to budgets and generate profit.

**Qualifications:**

- BA Required, Masters preferred
- 5 years experience in conference and event logistics required
- Experience using Microsoft suite, project management tools, and Salesforce a plus
- Highly organized, efficient and self-directed work style
- Attention to detail is critical
- Ability to track and manage peers and superiors' deadlines on project timelines
- Strong written and oral communication skills
- Experience coordinating work around multiple tasks and deadlines
- Emotional and social intelligence, and the ability to perform under pressure with 'high power' executives with grace, poise, and (hopefully) humor
- A desire to be part of a small, fast-paced positive team that will rely on your commitment and achievements.
- High level of discretion for both professional and personal affairs

**To apply:** Submit a resume and cover letter with "Senior Manager, Event Production" in the subject line stating how your experience meets the needs of Confluence to [hiring@confluencephilanthropy.org](mailto:hiring@confluencephilanthropy.org).