

## Position Description

**FULL TITLE:** Events Manager

**SUPERVISOR:** Vice President of Funds Development

**PURPOSE:** The Forum for Youth Investment is seeking an Events Manager. Our national conference, retreats, meetings, and events are vital tools in executing the Forum’s strategy. Our events give voice to the passion we have for all have for serving youth. This Events Manager position is key to our success and requires a highly organized, creative, meticulous and motivated person to serve as lead for event planning, process management, and production.

Events include our national conference, team retreats, convenings, trainings, and board meetings and functions, among others. The Events Manager must have relationships with event venues and strong negotiation skills to leverage the number of events and training we conduct to the benefit of the Forum. The position deals with a wide range of responsibilities that include: overseeing all event logistics, creating event management processes and procedures communicating with event attendees, contracting vendors, and developing and managing timelines and tasks as necessary for event production.

The Events Manager must have project management experience and be able to anticipate project needs, discern work priorities, and meet deadlines. Experience with virtual events, meetings, convenings, and training is necessary. The Events Manager will have a passion for special event management, contemplating attendee experience, and stakeholder engagement with emphasis on providing outstanding communication to staff, vendors and event attendees and volunteers. The Forum for Youth Investment is excited to have an enthusiastic professional join our team who is capable of building strong and positive relationships with partners and other Forum stakeholders.

## Organization & Background

Founded in 1998, the **Forum for Youth Investment** is a national nonprofit, nonpartisan “action tank” committed to improving outcomes for youth (ages 5-24) in education, work, and life. The Forum connects leaders to ideas, services and networks that can help them make more intentional decisions that are good for young people, even in the face of limited resources. It helps leaders who are trying to improve & align policies, plan & partner for impact, and/or strengthen programs & adult practice across all the systems and settings where young people spend time.

The Forum is a thriving organization with a budget of \$11 million, a 50, and a growing staff of nearly 50, and headquarters in Washington, DC. The Forum is funded by a mix of foundations, corporations, and a fee-for service contract base. For more information on the Forum, please visit [www.forumfyi.org](http://www.forumfyi.org).

## ORGANIZATIONAL RELATIONSHIPS

The Events Manger works enterprise-wide to collaborate with executive team members and program leaders to ensure successful meetings and events aligned with strategic objectives. Forms collaborative

relationships with communications, budget, policy, human resources, and all other Forum work stream owners to ensure successful attainment of goals. The Events Manager is supervised by the Vice President of Fund Development but is accountable for the successful implementation of meetings and functions under the broader leadership of the executive team. The Events Manager will maintain relationships with contractors and volunteers while coordinating their activities with the Chief Operating Officer, executive team members, directors, or their designated staff. Each team member establishes work priorities and ensures that their individual activities align with Forum strategy and workplans.

### Position Responsibilities

*Serve as the lead for event planning, event process management, and event production.*

Event Planning and Production Management includes:

- Consults with units leads to plan and provide logistical and event management support for meetings, convenings, trainings, conferences, and policy briefings, including contract negotiations, billing, catering, room set up, and audio/visual requirements, and travel.
- Create and manage the timeline, program details, run of show, and task list for all Forum hosted events.
- Lead all event planning and production meetings and discussions.
- Organize and lead collaboration with the strategic communications team on event concept, graphic design/production/printing, and event marketing.
- Negotiate costs and services with vendors; book event space, arrange food and beverage, order all supplies/decorations, coordinate audio/visual equipment & operation, make travel arrangements.
- Coordinate the logistics for shipping supplies and staff travel to the event location.
- Secure volunteers; manage the staff and volunteers working at the event.
- Work with venue to create/revise room layouts/seating arrangements for each event as necessary.
- Manage on-site production and clean up for events as necessary.
- Organize and manage the invitation, registration and attendee check-in processes.
- Manage the follow-up with venues, vendors, and staff members following each event.

Event Administration includes but is not limited to:

- Assist with preparing budgets and provide periodic progress reports to staff directors for each event project.
- Keep track of event finances including check requests, invoicing, and reporting.
- Research venue options, coordinate appointments and visits to see venue space, and schedule events on the calendar.
- Prepare and modify event contracts as requested.

### Performance/Character Requirements

We are looking for colleagues eager to be on a career path that involves continuous learning and growth. Team member across all levels of the Forum engage with one another and foster the development of others to achieve a high level of competency in these characteristics and leadership qualities:

- **Manages Self** – You ask for feedback on impact of your behavior on others. You identify and follow through on actions in response to constructive feedback. You honestly assess your own strengths and know what weaknesses need support.
- **Leads Courageously** – You act courageously to make changes that will improve the organization. You consistently drive to successful outcomes and stay composed and positive in challenging situations.
- **Communicates Effectively** – You communicate (both in writing and verbally) clearly, succinctly, and in a timely manner. You provide information people need to know to do their jobs, make accurate decisions, and to feel part of a team. You are able to engage an audience and achieve the desired effect in a variety of formal presentation settings.
- **Builds High-Performing Teams/Develops Others** – You form and lead teams capable of getting results. You create a learning environment of creativity and engagement. You can effectively raise and resolve conflict with the team. You provide frequent and timely developmental feedback to others and construct compelling developmental plans. You take personal responsibility for mentoring high-potential employees.
- **Makes Quality Decisions** – You clearly state where you stand on issues, even if it is unpopular. You seek input from appropriate parties before making decisions, and still make timely decisions.
- **Demonstrates Strategic Agility** – You anticipate future consequences and trends accurately. You're able to align your goals to the overall organizational strategy. You can create breakthrough strategies and plans.
- **Demonstrates Business Acumen** – You understand and create opportunities to cultivate and support exceptional partnerships. You are able to make the case for decisions and initiatives. You adapt strategies and tactics to create a success defined by metrics.
- **Influences and Negotiates** – You influence others by building coalitions or alliances among diverse groups. You effectively adapt influence strategies depending upon the situation. You're skillful at removing barriers that get in the way of effective collaboration among groups.
- **Manages Vision and Purpose** – You inspire commitment to a compelling vision and shared values. You create a climate in which people want to do their best. You're able to champion change and lead the organization through a transition.
- **Thinks Strategically, Executes Skillfully** – You can see the forest through the trees and know how to craft strategic short and long-term programs that are aligned with organizational goals. At the same time, you can't wait to roll-up your sleeves and get the work done.
- **Is Goal Oriented** – We want someone who is a doer, with doggedness, determination and commitment to reach a goal, and a strong bias toward action. You always find a way to make it happen.
- **Demonstrates Creativity** – While there are tried-and-true tactics in your toolbox, you explore new ways of thinking and continually strive to create best-in-class programs that move your organization and field forward.
- **Handles Ambiguity** – You can effectively cope with change and lead others through it.
- **Communicates Assertively** – As a senior-level communicator, you express opinions directly, confidently, and accurately. You can also be very persuasive and influence the way others think, feel, or behave.
- **Collaborates & Values Relationships** – You can quickly gain the respect and trust of your peers, colleagues, and leadership team. You understand the importance of listening, asking probing questions, and allowing others to be heard.
- **Takes Risk** – The entrepreneurial spirit shines through in your willingness to experiment with new approaches and act even though the outcome is uncertain.

- **Models Diplomacy** – You have worked in diverse settings and teams and understand the cultural sensitivities of doing business with partners and clients around the country. You are tactful in dealing with diverse people or situations.
- **Exhibits Professional Acumen** – You demonstrate confidence, experience, and poise under pressure.

### Qualifications

- Demonstrated commitment to the Forum’s mission, vision, and values.
- B.A. degree from accredited university.
- 7-10 years prior experience coordinating events
- Experience with office administration and project management.
- Experience in managing C-suite executives and other VIPs
- Excellent communication skills (both verbal and written).
- Superior time management skills, multi-tasking abilities, team player.
- Budget management and negotiation skills.
- Ability to accomplish projects independently and aligned with strategic goals and objectives.
- Excellent interpersonal skills with a high level of professionalism.
- Fantastic customer service ethic and high expectations for quality.
- Experience with hiring and managing vendors for event production.
- Experience in events with fiscal goals and strategic plan alignment
- Enjoys a very collaborative environment.
- Computer skills: Word, Excel, PowerPoint, Salesforce, Social, and Virtual media platforms.
- CMP (Certified Meeting Planner) with experience in non-profit, education, or human services preferred.

### Working Environment

This is a DC-based, hybrid role. Flexibility is required to adapt to the dynamic work environment of a non-profit “action tank” that has national clients and exposure during a key inflection point in the organization’s development. Occasional travel is expected for in-person team meetings, and various policymaker/stakeholder meetings and events.

*This is not an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require different tasks. This description does not constitute a contract of employment and The Forum may exercise its employment-at-will rights at any time.*

### Position & Compensation

The salary range, duties and responsibilities of this position meet the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position. The starting salary for this position is targeted between **\$65,000-\$75,000** based upon experience and qualifications, with a comprehensive benefits package. Please send resume and cover letter with salary requirements to: [jobs@forumfyi.org](mailto:jobs@forumfyi.org). Applications will be reviewed on a rolling basis. If your application is selected for an interview, you will be contacted directly. No telephone calls or inquiry emails, please.

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*The Forum for Youth Investment is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer and drug-free workplace, and to comply with ADA regulations as applicable. All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at [jobs@forumfyi.org](mailto:jobs@forumfyi.org) if you require a reasonable accommodation to complete your application.*