Conference and Events Manager
Position Description

PEAK Grantmaking is a member-led national association serving 5,000 professionals who specialize in grants management for funding organizations. Our members come together to form a vibrant community that advances shared leadership and learning across the philanthropic sector.

This position supports PEAK Grantmaking’s work to deliver educational content related to equitable, effective, and efficient grantmaking practices, and advocate for their adoption by grantmakers. To accomplish this goal, this role combines several important functions:

- Development and delivery for our annual conference
- Execution and support for webinars and live events

Reporting to the Programs and Knowledge Director, the Conference and Events Manager will manage strategic delivery of program logistics for PEAK’s hosted conferences, webinars, and sector appearances. They will also provide support, as needed, to the Chapter Manager for chapter events and webinars; and to the Membership team to support the logistics for membership and sponsored webinars.

The ideal candidate will must be an excellent project and people manager with a solid background in event planning and management. Comfort facilitating in virtual environments and working across both internal departments and external stakeholders is a must. Highly polished written and verbal communication skills are required, as well as impeccable organizational skills and a strong customer service ethic in serving internal and external audiences. Ideally, they would also be comfortable and competent in training small groups (such as speaker orientations) and able to travel a few times a year for site selection and logistics planning, and for our annual conference.
Duties, Responsibilities, and Authority

Annual Conference

- Serve as primary project manager for our 4-day, 1,000-person conference including: ~75 sessions, 3 keynotes, pre-conference workshops, an exhibit hall, and self-care and networking activities
- Recruit and coordinate volunteer conference committee and other internal and external subject-matter experts (SMEs) to curate and select theme, content, tracks, etc.
- Manage outsourced conference logistics contractor. Coordinate all on-site logistics, including contract negotiation and fulfillment, room blocks, room assignments, A/V vendors, materials suppliers, shipping and set-up, etc.
- Manage speakers, including keynote outreach and contracting, coordinating the call for proposals, speaker selection and communications, and speaker support. Act as primary point of contact for speakers on-site and in advance of conference.
- Develop and adhere to event plans and timelines, including internal and external deadlines
- Support communications team on the creation and preparation of event collateral materials (website, conference app, program, signage, swag)
- Support membership team in registration management and for creating member value at conference (through regional chapter meetings, volunteer recognition, etc.)
- Be responsible for accurate and timely revenue and expense tracking against the budget

Webinar and Workshop Support

- Collaborate and Coordinate with the Programs, Membership, and Communications departments to implement the organization’s content development, content marketing, and membership engagement tasks and projects. Coordinate with other departments to ensure timely delivery of products and content.
- In conjunction with the Programs team, plan and support webinars and workshops that align with the organization’s content and partnership strategies.
• Provide support across the organization for webinars, workshops and meetings, including
  • speaker management and SME scheduling
  • event set-up, event descriptions and speaker info
  • support for registration and invites
  • speaker training on technology
  • collecting and disseminating webinar or workshop materials
  • online facilitation, and
  • collecting and compiling evaluations and recordings.

Program Planning and Execution

• Work collaboratively across internal departments, with volunteer advisory groups, and with external partners and subject matter experts in order to elevate grantmaking practice and highlight its important role in values-based and strategic grantmaking
• Report to the Programs and Knowledge Director and manage external consultants and volunteers
• Travel as necessary for site selection, annual conference, board meetings, and staff meetings. Book travel and track travel expenses to remain in budget
• Track and report on your progress on quarterly and annual work plans
• Determine clear metrics and objectives for program success and evaluate and report on success measures quarterly and annually
• Ensure that program deliverables are on time, within budget, and at the required level of quality

Development/Revenue Generation

• Support for writing and reporting on grants to the Programs department
• Develop relevant and timely products that create member value and sell a la carte
• Engage in membership marketing at all appearances and networking events

Preferred Qualifications

• 4-6 years meeting planning/event operations experience with increasing levels of responsibility; prior association conference experience a plus
• Experience in association or other nonprofit working in events; concentration in training and development is a plus
• Experience in engaging and managing volunteers
• Knowledge of racial equity and diversity, equity, and inclusion principles
• Strong customer service orientation
• Project management experience is necessary
• Experience in and familiarity with philanthropy, grantmaking practice, and the grantmaking profession
• Ambitious and proactive with a calm response to pressure.
• Excellent time management and multi-tasking skills to meet strict deadlines
• Highly detail-oriented and a self-starter
• A resourceful, creative problem solver
• Ability to travel to events as needed

Compensation

A comprehensive salary and benefits package will be offered. The salary range for this position is $60,000 - $70,000, commensurate with experience.

Physical Demands

• Must be able to use the phone and computer, sometimes for prolonged periods.
• Must be able to travel nationally, on average 10-15 days per year.

Location and Work Environment

Our offices are in downtown Washington, DC near public transportation. Local staff are encouraged to work at least one day a week in our office and may choose to work there all 5 days. This space is a shared office suite environment with moderate noise (e.g., colleagues’ conversations, computers, printers) and light traffic.

Work-from-home and non-standard (flex) working hours are also available for this position. Many staff are virtual, and you will be asked to work 5 hours out of your 8-hour day during core working hours from 10am - 3pm Eastern to accommodate peers across all time zones. You will be required to use collaborative software and video conferencing to stay in touch with co-
workers and colleagues. Because we are remote, we regularly schedule both formal, required staff meetings and optional casual staff meetings.

Equal opportunity and having a diverse staff are fundamental principles of PEAK Grantmaking, where employment and promotional opportunities are based on individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/affectional preference, age, national origin, marital status, citizenship, disability, veteran status or any other protected category as established under law.

COVID-19 Note

Due to the pandemic, our DC office is currently closed, travel is restricted, and all employees are working 100% remotely. This selection process will be run virtually. As it relates to job duties, we are currently working to decide whether our annual conference for 2021 will be in-person or virtual. We will be placing emphasis on candidates that have experience with virtual events.

In pre-COVID times, staff from across the country met in the office in DC once per month. However, these in-person meetings have been suspended indefinitely.

As a result of the pandemic and our 100% remote schedule, we have implemented no-meeting Fridays (days where staff do not schedule internal or external meetings) to allow staff the time and space for self-care. We’ve also implemented half-day Fridays for the remainder of the summer of 2020.

How to Apply

Please send resume and cover letter to melissa@peakgrantmaking.org
About PEAK Grantmaking

Practice meets purpose at PEAK Grantmaking, a member-led national association of more than 5,000 professionals who specialize in grants management for funding organizations. Our members come together to form a vibrant community of grantmaking practice that advances shared leadership and learning across the sector. By cultivating resources, learning opportunities, and collaborations across the philanthropic spectrum, we champion grantmaking practices designed to help funders of every size and type maximize their mission-driven work through living their values.

Learn more at peakgrantmaking.org, contact us at info@peakgrantmaking.org, and follow @PEAKgrantmaking on Twitter.