



**25**  
years

## Convening and Events Manager

### Position Description

PEAK Grantmaking is a member-led national association serving 6,000 philanthropy professionals who specialize in grants management and 500 member organizations. Our members come together to form a vibrant community that advances shared leadership and learning across the philanthropic sector. Collectively, we advance PEAK's mission to transform philanthropy by elevating the field of grants management and empowering grants management professionals to lead the way in operationalizing equity-centered, values-driven grantmaking practices.

### Summary

The Convening and Events Manager supports PEAK's work to deliver educational content related to equitable, effective, and efficient grantmaking practices and advocate for grantmakers to adopt the [Principles for Peak Grantmaking](#).

The Convening and Events Manager will manage the development and delivery of program logistics for PEAK's hosted conferences, programming, webinars, and sector appearances. This person will also provide logistical and strategic 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 Manager should be an excellent project and people manager with a solid background in event planning and management. Comfort in facilitating events in virtual environments and working across both internal 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, the person would also be comfortable and competent in training small groups—such as speaker orientations—and able to travel 3–5 days per month for site selection and logistics planning, and for the annual conference. There will be periods during the year where additional travel may be required.

### Duties, Responsibilities, and Authority

#### *Annual Conference*

- Serve as primary project manager for PEAK's annual conference (virtual or in-person) which will have more than 1,000 attendees and include more than 50 sessions, multiple keynotes, pre- and post-conference workshops, exhibitors, and networking activities.
- Recruit and coordinate volunteer conference committees and other internal and external subject-matter experts to create learning tracks and curate content.

- Manage outsourced conference logistics contractors and coordinate all onsite and online logistics, including contract negotiation and fulfillment, reserving room blocks, making room assignments, and overseeing audiovisual services vendors, materials suppliers, shipping, and setup.
- Manage outreach and contracts for all speakers, including keynotes; coordinate the call-for-session proposals, speaker selection, and select communications; provide speaker support by acting as the primary point of contact for speakers on-site and in advance of the conference.
- Develop and adhere to event plans and timelines, including internal and external deadlines.
- Support the Communications and Marketing Team with the creation and preparation of event collateral materials, such as the microsite, conference app, programs, signage, and promotional items.
- Support the Membership Team in registration management and creating member value at the annual conference (through chapter meetings, volunteer recognition, etc.).
- Be responsible for accurate and timely revenue and expense tracking against the budget.
- Engage in marketing at all appearances and networking events.

### ***Webinar and Workshop Support***

- Collaborate and coordinate with all teams to implement the organization's content development, content marketing, and membership engagement tasks and projects. Coordinate with these teams to ensure timely delivery of products and content.
- 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 the following:
  - Managing speakers
  - Virtual or physical event setup
  - Drafting event descriptions and collecting speaker information
  - Provide support for registrants
  - Provide technology training for speakers
  - Collect and disseminate webinar and workshop materials
  - Provide hosts with online facilitation support
  - Collect and compile post-event evaluations and recordings

### ***Program Planning and Execution***

- Work collaboratively across all PEAK teams and with volunteer advisory groups, external partners, and subject-matter experts to elevate grantmaking practice and highlight its important role in values-based and strategic grantmaking.
- Manage external consultants and volunteers.
- Travel as necessary for site selection, annual conference, board meetings, and staff meetings.
- Track and report on your progress on annual and quarterly work plans.
- Determine clear metrics and objectives to evaluate program success and provide reporting as requested for internal, external, and board reports.
- Ensure that program deliverables are high quality and meet the needs of all stakeholders.

## Qualifications

- A minimum of 4–6 years of meeting planning or event operations experience with increasing levels of responsibility required; prior association conference experience a plus
- Experience in and familiarity with philanthropy, grantmaking practices, and the grantmaking profession
- Bachelor's degree preferred
- Ability to manage multiple projects simultaneously, knowing how to prioritize and adjust timetables based on demand and other factors, as well as handle new or unplanned projects with agility and flexibility
- Desire and ability to identify and solve problems and improve processes and outcomes
- Strong interpersonal and written communications skills
- Ability to effectively work independently, as well as part of a team, in a remote environment
- Experienced collaborator who works well with peers with varying levels of authority across all PEAK teams
- Versed in volunteer engagement and management
- Knowledge of racial equity and diversity, social justice, and inclusion and an ability to source vendors and consultants through an equity lens
- Project management experience required, including use of project-management platforms and applications
- Ambitious and proactive with the ability to maintain calm and foster a collaborative environment even during the most hectic times of our programming year
- Highly detail-oriented and a self-starter
- Embraces the opportunity to contribute to a positive organizational culture
- Ability to travel to events, as needed (up to 40% annually)
- Advanced proficiency in Microsoft Office Suite, experience with a CRM or AMS, and skill using and managing applications such as Asana, Dropbox, Zoom, SurveyMonkey, and Slack

## Compensation and Benefits

A comprehensive salary and benefits package will be offered, including health, dental, and vision coverage and generous vacation, holiday, and sick leave. The salary range for this position is \$90,000–\$115,000, commensurate with experience.

## Commitment to Equity

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 age, disability, gender, gender identity, gender expression, genetic information, national origin, marital status, military status, pregnancy or childbirth, race or color, religion, sexual orientation, or any other protected category as established under law.

## **Location and Work Environment**

We are headquartered in Washington, D.C.. Due to the COVID-19 pandemic, our D.C. office is currently closed, we have a moratorium on business travel, and all employees are working remotely 100 percent of the time.

When our physical office reopens, local staff are encouraged to work at least one day a week in our office and may choose to work there Monday through Friday. 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 five hours out of your eight-hour day during core working hours from 10:00 am–3:00 pm Eastern to accommodate peers across all time zones. You will be required to use collaborative software and video conferencing to stay in touch with coworkers and colleagues. Because team members are remote, PEAK regularly schedules both formal, required staff meetings and optional casual staff meetings.

## **Application Process**

To apply for this position, please upload your resume [here](#).