



POSITION TITLE: Events Manager

LOCATION: Washington, DC

POSITION TERM: Full-time position

ORGANIZATION OVERVIEW

The Joint Center for Political and Economic Studies is a 501(c)(3) non-profit organization based in Washington, DC that creates ideas to improve the socioeconomic status and civic engagement of Black communities. Founded in 1970 to support newly-elected Black officials who were moving from civil rights activism into governance, the Joint Center quickly evolved into America's Black think tank. Currently, the Joint Center is focused on diversifying congressional staff, the future of work in Black communities, and developing a policy incubator that explores emerging challenges that confront Black communities and solutions.

POSITION SUMMARY

The Events Manager will lead and organize events from conception to completion. The candidate will plan and execute various events, including but not limited to panels, roundtables, luncheons, dinners, and other events with policymakers, potential donors, scholars, the Joint Center Board and employees, and other stakeholders in Washington, DC and in other locations around the country. The salary for this position depends upon experience and comes with an excellent benefits package that includes health, vision, dental, and life insurance. We seek candidates with a minimum of 3-5 years event planning/event management experience in Washington DC, preferably for a think tank, research, non-profit, or advocacy organization.

The Joint Center has a small team and operates much like a start-up. The ideal candidate for this position should be flexible and comfortable working in a quickly changing environment.

RESPONSIBILITIES

- Oversee and facilitate all aspects of event planning, including but not limited to site selection, vendor selection and negotiation, managing invitation lists, transportation, event registration, marketing, catering, promotional material, onsite staffing, and post-event reporting.

- Collaborate with multiple team members to host events for diverse audiences including policymakers, researchers, advocates, funders, and private sector leaders.
- Ensure that all events are held in alignment with the Joint Center’s mission and branding.
- Develop and maintain a working calendar of events, and create and comply with a budget and timeline for each event.
- Develop a pool of high-quality vendors and contractors, including but not limited to caterers, photographers, moderators, and workers to staff events.
- Proactively anticipate, troubleshoot, and address any challenges, including those that emerge on the event day.
- Bring innovative ideas to event management that will effectively deliver our message and meet our goals.
- Continuously stay abreast of event strategies, ideas, and trends.
- Performing other duties as assigned.

MINIMUM QUALIFICATIONS

Minimum 3-5 years event planning/event management experience with knowledge for managing events for a think tank, university, or advocacy organization a plus.

- Strong organizational, time-management, and planning skills, and the ability to prioritize tasks while managing and complying with budgets and timelines.
- Experience managing multiple events of various scales on varying timelines.
- Strong customer service skills.
- Must be able to take direction, think creatively, and proactively and enthusiastically solve problems.
- Experience managing competing priorities.
- Ability to travel and work nights and weekends on occasion.
- Excellent and clear communication (written and verbal) and presentation skills.
- Capacity to convey messaging to reflect the mission and work of the organization to different audiences including but not limited to media, funders, policymakers, and other stakeholders.

HOW TO APPLY

Interested applicants should send a cover letter explaining interest in the position and a resume listing relevant qualifications as one document to the Joint Center at recruiting@jointcenter.org in PDF format with “Events Manager” in the subject line. Applications will be considered on a rolling basis, and a hiring decision will be made as soon as the appropriate candidate is identified. No phone calls please.

JOB-TYPE, SALARY & BENEFITS

This is a full-time position based in Washington, DC. The salary for this position is generous relative to comparable positions and comes with an excellent benefits package that includes health, vision, dental, and life insurance.

The Joint Center is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status.