



Events Manager, Program & HQ Engagement

Position: Regular, Full-time, Exempt

Reports to: Director, Experiential Marketing & Events

Supervises: N/A

Date Revised: March 2023

Summary: The Program & Engagement Events Manager is a new position, responsible for collaborating with cross-departmental colleagues and the community to conceptualize, plan, and coordinate creative, inspiring, and engaging events, meetings and experiences. Working with the marketing and grantmaking teams and other stakeholders, this position will curate more than 20 experiences a year for community members, grantees, and other stakeholders of the foundation both at external venues and within the foundation headquarters in MidTown and surrounding collaboration district

Responsibilities and Expected Outcomes:

- Collaborate with the Director of ExME, marketing and program team members, and other staff assigned to develop concepts, timelines, and implementation of foundation events, including Common Ground and Cleveland Book Week, as well as unique engagement activities supporting the utilization of the new foundation headquarters and the broader district.
- Plan regularly scheduled meetings with designated program staff or community members to share information and gather ideas related to upcoming events. Present venue options, speaker ideas, and creative activation options as requested.
- Manage event logistics including securing dates, requesting venue rental and catering contracts, audio/visual needs, décor, entertainment, and other logistics as needed.
- Create detailed event production schedules, agendas, and run of shows for each event to compile event logistics and timeline and share out with internal staff and external vendors.
- Measure event results using determined event measurement tools (attendance, venue locations, post-event surveys) and organize post-event conversations with relevant internal teams or stakeholders to evaluate results and determine successes and areas for improvement for future events.
- Coordinate event registration details in partnership with Marketing and Events Coordinator, including distribution and tracking of both printed and electronic invitations as well as the assembly of materials needed at event sites.
- Coordinate staff or external volunteer event support as as needed. Communicate regularly and effectively with event volunteers and external event hosts.
- Partner with Integrated Marketing team members and external vendors to produce marketing materials,
Anti-Racism Equity Innovation Integrity Leadership Partnership Stewardship



coordinated communications, web content updates, and content creation related to projects, including videos, social media posts, and informational collateral.

- Manage, coordinate, and participate in community committees, meetings, and planning conversations as needed. Communicate committee and project status regularly to Director of ExME and internal partners.
- Act as main contact for all internally hosted events and work collaboratively with Building Operations and Guest Services Team to ensure seamless event experiences in community-accessible spaces in and around the foundation HQ (develop preferred seating charts, master technology, suggest hospitality options within space, etc.).
- Maintain individual event budgets. Track expenses and work with Director of ExME and the Marketing and Events Coordinator to process vendor invoices and payments.
- Maintain annual event calendar and subsequent communication/marketing plans in partnership with the Events Manager, Advancement.
- Provide assistance and support for all foundation events across departments as needed, including the Annual Meeting and Anisfield-Wolf Book Awards. Work in partnership with and support the Advancement Events Manager as needed.

Essential Qualifications, Credentials and Technical Skills required:

- A bachelor's degree and eight or more years of experience or equivalent meeting/events management experience.
- Experience in an environment where responsibilities included coordinating all aspects of large and small-scale projects, events, and meetings for diverse constituencies. Experience planning events for public and social service organizations is strongly preferred.
- Current meeting planner certification required, or willingness to obtain certification as foundation-supported professional development.
- Strong customer service attitude, self-motivated and able to work independently with minimal direction and as a pro-active member of cross-departmental teams.
- High degree of creativity and up-to-date knowledge of community engagement, event trends and industry standards.
- High degree of organizational skills and attention to detail. Ability to be flexible, adaptable, and prioritize work effectively and adjust to multiple demands within set deadlines.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook. Basic design (Adobe Suite, Canva), web-based skills (Wordpress, Salesforce, Eventbrite) and social media (Facebook, Twitter, Instagram, YouTube, LinkedIn) skills are helpful. Ability and willingness to continually enhance technology skills as required by the job.
- Exceptional writing and presentation skills.
- Knowledge of and experience with producing hybrid and virtual events including various technology.



- Experience working as part of a multidisciplinary team and working effectively with persons and communities from diverse cultural, social, and ethnic backgrounds and age groups. A commitment to diversity, equity and inclusion across all work, internally and externally.
- Ability to work outside of normal business hours when necessary.
- Familiarity with Cleveland business and nonprofit communities.

Other highly desirable qualifications include:

- Demonstrated community involvement with a desire to connect with and serve key partners and communities.

OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION:

The Cleveland Foundation exists to enhance the quality of life for all citizens of Greater Cleveland. The ability to carry out our mission and to foster our commitment to diversity, equity and inclusion can best be pursued if our workforce, grantees, donors, partners, and governing body are inclusive of individuals of diverse backgrounds, beliefs, and perspectives.

We believe that diversity encompasses, but is not limited to, age, color, education, ethnicity, family or marital status, gender, gender identity or expression, language, national origin, physical and mental abilities or characteristics, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and/or other characteristics that make an individual unique. The Cleveland Foundation is committed to equal employment opportunities for all.

PAY AND BENEFITS:

Based on the foundation's compensation program, estimated annual salary for this position may be anywhere between \$62,000 and \$85,000 with some flexibility, based on the academic, professional and community experiences and credentials of a candidate

The foundation offers an exceptional benefits package including medical, dental, vision, identity theft, and life and disability coverage, a comprehensive wellness program, an employee assistance program, a fully vested 403(b) retirement plan, ten paid holidays and, for exempt positions, 15 days of vacation and 12 sick days, prorated the first year of service based on date of hire.

TO APPLY:

If you are interested in applying for this position, please submit your resume and cover letter as soon as possible via this link: [Apply Here](#) This posting will remain active until the position is filled. ***We regret that we cannot respond personally to each applicant.***

Note: Hours worked will be largely remote, until we move into our new headquarters building early in 2023, where our flexible workplace policy provides for one day of remote work per week.