

Senior Manager of Network Events

ORGANIZATION OVERVIEW

StriveTogether leads a national movement of nearly 70 communities to get better results for major milestones in a child's life. We coach and connect community partnerships across the country to close gaps, especially for children of color and low-income children. We help partners find and solve problems with data; use a proven approach to define and measure progress; and push people on changing behavior for lasting change. The StriveTogether Cradle to Career Network reaches 10.4 million students, involves 10,800 organizations and has partners in 30 states and Washington, D.C. Together, we strive to create better systems of opportunity that truly benefit every child, cradle to career. To learn more about our work, our impact and our team, visit strivetogether.org.

POSITION SUMMARY

StriveTogether is recruiting a Senior Manager of Network Events to lead the strategy, planning, and implementation of events and workshops for Cradle to Career Network members. S/he will be responsible for managing the Cradle to Career Network Convening, an annual event bringing together over 400 participants from communities across the country, as well as smaller and topic-based events throughout the year. S/he will report to the Senior Director of Network Advancement.

The ideal candidate has strong interpersonal, project management and detail orientation skills. Some experience working with networks and/or planning and executing training and events is preferred. This role is ideal for a candidate interested in a balance of strategic event and workshop planning, and execution. This is a unique opportunity to work with the country's only national network of cradle to career partnerships and directly contribute to the result of helping every child succeed from cradle to career.

RESPONSIBILITIES

Lead event planning and strategy

- Manage event planning processes through all stages with a lens towards equity and inclusion for all stakeholders
- Identify appropriate venues and vendors for events and manage all contract negotiations with hotels and other vendors
- Lead collaborative processes across team members and functional areas to develop event results, agendas, and deliverables
- Build and maintain project plans and timelines

- Proactively manage changes in project scope, identify potential crises and devise contingency plans
- Manage event budget processes and sponsorship opportunities
- Provide convening and/or facilitation of events on-site (or equip team members on-site with logistical details and contacts)

Lead and execute Cradle to Career Network Convening strategy and implementation

- Develop a comprehensive event strategy aimed at strengthening Network member learning and connections
- Manage workshop RFP and selection process
- Identify and secure keynote, plenary, and session speakers
- Collaborate with External Affairs and Communications staff to develop theme, branding, messaging, and other key collateral
- Manage relationships with venue(s) and consultants
- Lead on-site event team in high-quality meeting and event execution
- Work with internal team to support appropriate event follow-up, including VIPs, delivery of materials, follow-up to sponsors, sharing of success stories, etc.

MINIMUM REQUIREMENTS

- Demonstrated passion for and commitment to StriveTogether's mission and values exemplified through work experience and/or community involvement
- Dedication to racial equity and inclusion in education and economic opportunity
- Results orientation with experience leading projects from ideation to execution
- Growth mindset with an inclination for learning, continuous improvement, and action
- Exceptional interpersonal skills and comfort in collaborative networked environments
- Creative problem-solving aptitude, with proven ability to work collaboratively to address adaptive challenges, resolve conflicts and handle strategic issues with diverse partners
- Poised oral and written communicator, demonstrating professionalism and clarity
- Ability to work independently using strategic initiative to complete projects and prioritize duties and workload efficiently
- Proven success in providing leadership in task teams, ability to influence
- Highly proficient in: Microsoft Office: Word, Excel, Powerpoint
- Adept at prioritizing and completing workload in order to deliver desired outcomes within allotted time frames within a dynamic and constantly changing environment
- Demonstrated ability of maximizing limited resources to ensure project success
- Proven ability to work collaboratively with colleagues and external partners
- Ability to establish credibility with management, staff and vendor and affect meaningful change
- Ability to travel between 15% and 25% depending on Network needs
- Willingness to relocate to Cincinnati (preferred) or Chicago (where StriveTogether is based)
- At least two years of professional experience

Compensation: StriveTogether offers competitive salary and benefits, commensurate with experience and skills.

To apply, send a cover letter and resume to apply@strivetogether.org by May 4th, 2018.

StriveTogether is an equal opportunity employer.

