



Manager, Events & Learning Center

Reports To: Director, Development & Communications		
Level/Grade Sr. Professional	Type of Position Full Time	Hours/Week 40 hrs/week; exempt
GENERAL DESCRIPTION		
<p>The Manager, Events & Learning Center reports to the Director, Development & Communications. He/she will plan special events from concept to delivery with post event logistics and analysis, and facilitates onsite meetings for external groups in The Health Collaborative's meeting space.</p> <p>The ideal candidate has an entrepreneurial spirit, is resourceful, learns quickly, and is passionate about providing superior customer service. He/she promotes a vibrant, unparalleled event experience for The Health Collaborative customer.</p>		
JOB RESPONSIBILITIES		
<p><i>Serve as the lead for event planning, management, and production for both THC produced events and external use of THC Learning Center. Assist with revenue generation and sponsorships.</i></p> <p>THC Produced Events:</p> <ul style="list-style-type: none"> • Create and manage the timeline, program and task list. • Lead all event planning and production meetings and discussions. • Organize and lead collaboration with the Development & Communications Team on event concept, graphic design/production/printing, and event marketing. • Negotiate costs and services with vendors; book event space, arrange food and beverage, order all supplies/decorations, coordinate audiovisual equipment & operation, make travel arrangements. • Secure volunteers; manage the staff and volunteers working at the event. • Secure guest speakers and entertainment; coordinate rehearsals. • Work with venue to create/revise room layouts/seating arrangements for each event as necessary. • Manage on-site production and clean up for events as necessary. • Organize and manage the invitation, registration and attendee check-in processes. • Manage the follow-up with vendors, sponsors and staff members following each event. • Assist with preparing and tracking event budgets and provide periodic progress reports to staff directors for each event project. • Research venue options, coordinate appointments and visits to see venue space, and schedule events on the calendar. • Prepare and modify event contracts as requested. • Assist with solicitation and securing of sponsorships and creating event sponsorship packages. <p>Learning Center Events:</p> <ul style="list-style-type: none"> • Manages, receives and coordinates all bookings and rentals for the Learning Center and monitors results thereof. • Trains and maintains appropriate list of available staff to meet event requirements. • Lead marketing and revenue-generating efforts for THC Learning Center. • Provide Technical expertise to assist Learning Center guests with event related needs (AV, computer programs, etc..) • Implementation of policies and procedures as they relate to Learning Center operations and on-going review and addition/revisions as necessary. • Manages Learning Center Budget • Is available to work irregular schedule as required ensuring proper coordination of events and activities scheduled in The Health Collaborative facilities 		

- Ensure proper use and protection of information assets by complying with the organization's information privacy and security policies to protect assets from unauthorized access and by reporting any security events or potential events or other security risks to the organization
- Other duties as assigned

POSTION REQUIREMENTS

Skills, Knowledge, Abilities:

- Strong project management skills.
- Proven track record of generating revenue from events
- Experience in managing VIPs, C-level executives
- Excellent communication skills (both verbal and written).
- Superior time management skills
- Budget management and negotiation skills.
- Ability to accomplish projects independently.
- Excellent interpersonal skills with a high level of professionalism.
- Fantastic customer service ethic and high expectations for quality.
- Experience with hiring and managing vendors for event production.
- Computer skills: Word, Excel, PowerPoint, Salesforce (can be trained).
- Must be able to move conference room furniture and lift up to 50lbs. on a regular basis.

EDUCATION/CERTIFICATION REQUIREMENTS

- B.A. degree from accredited university.
- 3+ years prior experience coordinating large (300+guests) special events

PREFERRED

- CMP (Certified Meeting Planner) with experience in the health and wellness industry and/or non-profit

OTHER INFORMATION

APPROVED BY Name, Title

DATE POSTED Month, Day, Year